

1 在家中

●从起床到出行

Good morning. (早晨好。)

Did the alarm clock go off? (闹钟响了吗?)

It's time to get up! (该起床了!)

Get up soon. (快点儿起床!)

Are you awake? (你醒了吗?)

Are you feeling sick? (你不舒服吗?)

Did you sleep well? (睡得好吗?)

Would you turn off the alarm clock? (能帮我关掉闹钟吗?)

You finally got up. (你终于起来了。)

It's a nice day! (今天是个好天!)

Did you stay up late last night? (昨晚你熬夜了?)

Let's fold up the futon. 把被子叠好。

You were snoring last night. (昨天晚上你打呼噜了。)

I had a nightmare. (我做了个可怕的梦。)

You left the light on. (你一直没关灯啊。)

I have to go wash my face. (我得洗脸了。)

It's time to eat breakfast. (该吃早饭了。)

I'm still sleepy. (我还困着呢。)

I'm still yawning. (我还打哈欠呢。)

I have a hangover. (昨天的酒还没醒呢。)

I'm a night person. (我是个夜猫子。)

Coffee wakes me up. (我是用咖啡来提神的。)

Did you brush your teeth? (刷牙了吗?)

I have to comb my hair. (我得梳梳头了。)

What should I wear? (穿什么好呢?)

Hurry up and get dressed. (快换衣服。)

Put those pajamas away! (把睡衣收好。)

I'm leaving. Bye mom! (我走了。妈妈再见!)

Let's play hooky today! (今天我们逃学吧。)

You're wearing your sweater inside out. (你毛衣穿反了。)

It's upside down. (上下颠倒了。)

Don't forget to take out the garbage. (可别忘了扔垃圾!)

It's your turn to take out the garbage. (今天该你扔垃圾了。)

What are you doing today? (今天你们干嘛?)

If you don't hurry, we'll be late. (你快点儿, 我们该迟到了!)

Hurry or you'll be late for school. (快点儿, 上学该迟到了。)

Did you lock the door? (你锁门了吗?)

Aren't you forgetting something? (没忘了什么东西吧?)

It's already 8:00. (都已经8点了!)

I'm late! (我晚了!)

I have to rush! 我得赶紧走!

Are you gonna be late today? (你今天会回来得晚吗?)

What time are you coming home? (几点回来?)

Have you got your lunch box? (饭盒带了吗?)

It might rain today. (今天好像要下雨。)

Don't forget to lock the door when you leave. (出门的时候, 可别忘了锁门。)

●从回家到就寝

I'm home. (我回来了。)

Welcome home! (你回来了。)

Did you have a good time? (今天过得愉快吗?)

How did it go today? (今天怎么样?)

Can I go out to play? (我可以出去玩儿会儿吗?)

I'm hungry. (我饿了。)

Where are the snacks? (点心在哪儿?)

I'm going to cram school now. (我去补习学校了啊。)

May I have my allowance? (能给我点儿零花钱吗?)

I'm tired. (真累啊!)

What would you like for dinner? (晚饭你想吃什么?)

Would you help me set the table? (你能帮我准备餐具吗?)

What should I make for dinner? (晚饭做什么好呢?)

It's good to be home. 还是家好哇。

Would you run to the store? (你能不能快点儿去趟商店?)

The bath is ready. (洗澡水烧好了。)

I'm taking a shower. (我要冲个澡。)

Is dinner ready? (晚饭好了吗?)

Mom, what's for dinner tonight? (妈妈, 今晚晚饭吃什么?)

What's for dinner? (晚饭吃什么?)

Today, we're having curry. (今天吃咖喱饭。)

How soon can you get it ready?

(还要多久才能做好呀?)
Let's eat. (我吃了啊。)
Please go ahead. (请先吃吧。)
This knife cuts well, doesn't it? (这刀挺好使的, 是不是?)
The water is boiling! (水开啦!)
Come and get it! (开饭啦!)
It's time to eat. (该吃饭啦!)
I'm coming. (这就来啦!)
Did you wash your hands well? (手洗干净了吗?)
Don't spill it! (别弄洒了。)
Eat all of your vegetables. (把碗里的菜吃光。)
Finish up your plate. (把碗里的饭吃干净。)
I don't like asparagus. (我不喜欢吃芦笋。)
It was very delicious. Thank you. (谢谢您的款待。)
Would you clear the table? (能帮我收拾盘子吗?)
Do the dishes! (把盘子洗了。)
I'll dry the dishes. (我擦盘子。)
What are you doing? (你干什么呢?)
I'm watching TV. (我看电视呢。)
Are there any good programs on TV? (有什么好看的节目吗?)
Nomo is on TV. (野茂上电视了。)
What's on Channel 8? (8频道演什么呢?)
Would you change the channel? (能不能帮我换个台?)
I want to watch more TV. (我还想看电视。)
Let's spread out the futon. (铺床吧。)
I'm sleepy. (我困了。)
Did you do your homework? (作业做了吗?)
Study hard. (好好学习。)
Hurry up and go to sleep. (快点睡觉。)
Enough with your video games. (游戏玩够了吧。)
Make sure you brush your teeth. (一定要刷牙噢。)
Are you ready for tomorrow? (明天的东西都准备好了吗?)
I'm going to take a bath. (我去洗个澡。)
Time to go to sleep. (该睡觉了。)
You left the TV on. (电视还开着呢。)
Don't leave your stuff here. (别把你的东西都摊在这儿。)
I set the alarm clock for 8:00. (把闹钟定在8

点了。)
Wake me up at seven tomorrow. (明天7点叫醒我。)
Good night. (晚安。)
Sweet dreams. (做个好梦。)
●休息日
I want to take a nap. (我真想睡个午觉。)
I'm going to lie down. (我去躺一会儿。)
You're pretending to be asleep. (你在装睡啊!)
Were you sleeping? (你睡着了吗?)
No, I was awake. (没有, 还没睡呢。)
Will you change the baby's diaper? (你能给孩子换块尿布吗?)
Do you need to pee? (想尿尿吗?) *主要对小孩子用。
It's time to go wee-wee. (该尿尿了。)*主要对小孩子用。
Peekaboo! *孩子们在玩藏猫游戏时常用。大人有时也半带玩乐地使用。
Kuchi-kuchi-koo. (胳膊胳膊。)*胳膊婴儿时用。大人有时开玩笑时也用。
Let's play catch. (我们来投球吧。)
The water is leaking. (漏水了。)
It's so dusty. (全是灰呀。)
It's stuffy in this room. (这间屋子通风真差。)
It's drafty in this room. (这个房间很通风。)
Will you feed the dog? (你能去喂喂狗吗?)
Will you take the dog for a walk? (你去遛遛狗吧?)
Take care of my brother and sister. (帮我照看一下弟弟和妹妹。)
Please water the plants. (请(给植物)浇点水。)
What a mess! (啊! 怎么这么乱呀!)
Help me. (帮帮我吧。)
Clean up your room. (把你的屋子收拾收拾。)
Help me clean up the house. (帮我打扫打扫卫生。)
We're out of dish detergent. (洗涤剂用完啦。)
Would you put up the clothes to dry? (你能把衣服晾上吗?)
Will you help me fold up the clothes? (你能帮我把衣服叠起来吗?)
Please sweep the floor. (把地扫扫。)
Please scrub the sink. (把厨房的池子洗干净。)
I have to vacuum my room. (我得用吸尘器吸我房间了。)

Please dust the shelves. (掸掸柜子上的土。)

Please mop the floor. (请拖拖地。)

Will you iron the shirt? (你能把那件衬衫熨熨吗?)

I have to iron my skirt. (我的裙子得熨了。)

Let's go grocery shopping. (我们去超市买东西吧。)

The park was crowded. (公园里人挤人。)

Can you baby-sit tonight? (今晚能帮我照看一下孩子吗?)

●送礼物

This is for you. (这是送给你的。)

This is your share. (这是你的那份。)

What do you want for your birthday? (过生日想要什么礼物?)

Ta-dah! (噢, 来喽!)*把礼物等送到别人面前时的一种表达方式。

●生活习惯

I usually work out after work. (我经常下班以后运动。)

I've started jogging. (我开始慢跑锻炼。)

I quit smoking. (我戒烟了。)

Do you dream often? (你常做梦吗?)

I've been forgetful lately. (最近我总是丢三落四的。)

●理财

When is this due? (什么时候到期?)

It's due on the thirtieth. (交费日期截止到30号。)

Could you give me change? (能帮我换一下零钱吗?)

Do you have change for one hundred yen? (能帮我换开100日元吗?)

I need to deposit five thousand yen (in my savings account). (我要存5000日元(在我的账户上。))

I need to withdraw ¥5,000 (from my savings account). (我要取5000日元(从我的账户上。))

I paid out of my own pocket. (我是自己掏的腰包。)

I'm out of cash. (我没带现金。)

I don't have much money on me now. (我现在没有多少现金。)

I'm broke. (身无分文。)

I have a lot of money on me now. (现在我有很多现

金。)

I can't afford to be lazy. (我可没有时间闲呆着。)

What a waste! (多浪费呀!)

He didn't pay the debt and disappeared. (他因为还不上债而躲了起来。)

THE END

2 享受闲暇时间

●邀请友人

Are you free this weekend? (这个周末你有空吗?)

Could I see you again? (我们还可以再见面吗?)

Could you give me your phone number? (能给我你的电话号码吗?)

Where shall we meet? (我们在哪儿见面?)

Shall I come to pick you up? (要我开车去接你吗?)

Are you doing anything this afternoon? (你今天下午有安排吗?)

How about having dinner with me? (和我一起吃饭, 好吗?)

Why don't we go to see a baseball game? (我们干嘛不去看棒球比赛呢?)

Sorry, I'm tied up. (真对不起, 我另有安排。)

I'm afraid I can't. (实在对不起, 恐怕不行。)

Thanks for asking, but... (感谢您的邀请, 可是……)

How about a rain check? (另找时间可以吗?)

I hope you can come. (我希望你能来。)

●订计划

When is it convenient for you? (你什么时候方便?)

About what time? (什么时候?)

Whenever. (什么时候都行。)

When you have time. (等你有时间的时候吧。)

I'm free today. (我今天有空。)

I'll be busy tomorrow. (明天我会很忙。)

How about the tenth? (10号怎么样?)

When are you free? (你什么时候有空?)

That's a bad day for me. (那天我不行。)

That day is fine. (那天我可以。)

When can I come over? (我什么时候去合适?)

You decide when. (你定时间吧。)

You decide where. (你定地点吧。)

Is seven convenient for you?(7点行吗?)

When can you come over?(你几点能来?)

Is it too early?(太早了吗?)

Is it too late?(太晚了吗?)

It's a date.(就那个时间吧。)

See you then.(回头见。)

● 出门的时候

Are you ready?(准备好了吗?)

Ready.(准备好了。)

I'm not ready.(还没准备好呢。)

What time shall we leave?(我们什么时候出发。)

What time do we arrive?(我们几点能到?)

Let's get going.(那我们走吧。)

● 看电影

Would you like to go to a movie?(你想去看电影吗?)

What's on tonight?(今天晚上放什么电影?)

What movie do you want to see?(你想看什么电影?)

I want to see...(我想看《××》)

Where is... playing?(哪儿演《××》?)

How long is... playing?(《××》演到什么时候?)

Who is in this movie?(这部电影是谁演的?)

How long does it last?(演多长时间?)

What time is the next showing?(下一场几点开演?)

What time will it be over?(几点演完?)

Two, please.(我买两张成人票。)

I can't see because of the person in front of me.(前边的人挡着,我看不见。)

We are way in the back, aren't we?(我们怎么坐得这么靠后呀?)

Let's sit closer up front.(我们坐到前面的座位上吧。)

That was interesting, wasn't it?(真太有意思了,是不是?)

That was boring, wasn't it?(这电影真没劲。)

I was moved.(太让人感动了。)

● 去听音乐会

I'd like two tickets for October 3rd, please.(我买两张10月3号的票。)

Sorry, we're sold out.(对不起,卖完了。)

When do you have tickets?"(有什么时候的票?)

What time does it start?(几点开始?)

Can I make a reservation?(可以预订吗?)

Where can I buy a ticket?(在哪儿买票?)

Is this seat taken?(这位子有人吗?)

We have great seats, don't we?(我们这个位子真棒。)

Encore!(再来一个!)

Go for it,...!(××加油!)

● 打高尔夫球

I'd like to play golf.(我想打高尔夫球。)

Would you like to golf tomorrow?(明天打高尔夫球,好吗?)

Do you want to join me?(愿意和我一起打高尔夫球吗?)

Are there any golf courses around here?(这附近有高尔夫球场地吗?)

How much is it per person?(1个人多少钱?)

How much is it per day?(1天多少钱?)

Are there any extra charges?(此外还有其它的花费吗?)

Can I rent the equipment?(我可以租用用具吗?)

Please make a reservation for golf.(请帮我预约高尔夫球。(请别人预约时))

I'd like to make golf reservations.(我想预约高尔夫球。(由自己提出请求时))

When would you like to play?(要什么时间的?)

This Friday, if possible.(如果可以的话,请订这个星期五的。))

There are four of us.(我们一共4个人。)

What time are we starting?(我们几点开始?)

● 相识的人一起去喝酒

How about a drink?(去喝一杯怎么样?)

I need a drink.(我想去喝一杯。)

Would you like to have a drink after work?(下班以后去喝一杯怎么样?)

Do you have any beer?(有啤酒吗?)

Two bottles of beer, please.(请来两瓶啤酒。)

One whiskey with water, please.(请来杯掺水的威士忌。)

What kind of snacks should we have?(要什么下酒菜呢?)

Let's forget about work and have some fun.(让我们忘了工作,痛快一会儿吧。)

Cheers!(干杯!)

What are you drinking?(喝什么呢?)

I like to go barhopping.(我喜欢换酒馆喝。)

The first sip is the best! (第一口最舒坦了。)
Nothing beats this! (这个最好!)
Would you like a refill? (再来一杯, 怎么样?)
Another beer, please. (再来一瓶啤酒!)
This whiskey is strong. (这种威士忌挺冲。)
How do you like sake?(日本酒怎么样?)
It's strong. (酒劲大。)
I'm drunk. (我喝醉了。)
I feel a little tipsy. (我觉得有点儿醉了。)
I'm loaded. (酩酊大醉。)
Drink moderately. (喝酒要适可而止。)
I get drunk easily. (我的酒量小。)
I drank too much. (我喝得太多了。)
I should have drunk less. (我不该喝这么多的。)
I have a hangover. (头天的酒还没醒。)

●唱卡拉OK

Let's go to karaoke! (我们去唱卡拉OK吧。)
What is karaoke? (什么是卡拉OK?)
Singing along with recorded music. (就是合着录音带的音乐一起唱歌。)
Are you good at singing? (你唱歌拿手吗?)
I'd like to request a song. (我想点首歌。)
You sing first. (你先唱。)
Let's enjoy ourselves. (大家高兴地玩吧!)
How about a song, John? (约翰, 你来唱一首吧。)
What are you going to sing? (你打算唱什么歌?)
Let's sing a duet. (来个二重唱吧。)
Now it's my turn. (现在轮到我了。)
I don't have the nerve to sing in front of people. (我不敢在大家面前唱歌。)
I can't keep up with the new songs. (我跟不上新歌的速度(我不会唱新歌。))
I'm tone-deaf. (我五音不全。)
What's your karaoke specialty?(你唱卡拉OK有什么拿手的歌吗?)
I've never heard of that song. (我从来没听说过那首歌。)
You're a good singer!(你唱得真好!)
THE END

3 生病、受伤时

●请医生看病

Do you need a doctor? (用叫医生吗?)
Please call an ambulance. (请叫救护车。)

I'd like to see a doctor. (我要看病。)
I'm not feeling well. (我觉得身体不舒服。)
Could you send me a doctor?(你能帮我请位医生吗?)
What's wrong with you?(你怎么啦?)
What are your symptoms?(是什么症状?)
Let me check your temperature. (量一下体温吧。)
Did you eat something unusual?(吃了什么不对劲的东西没有?)
Let me check your blood pressure. (量一下血压吧。)
Are you taking any medication regularly?(你常服用什么药?)
I'm not taking any medication. (我没服用任何药。)
What's wrong with me? (我哪儿不好?)
Is it serious?(严重吗?)

●陈述症状

Are you feeling okay? (你不舒服吗?)
What's wrong? (你怎么了?)
You look pale. (你的脸色真不好。)
I don't feel well. (我觉得难受。)
You don't look well. (你好像不太舒服。)
She passed out. (她昏过去了。)
I feel sick. (我觉得难受。)
I have a stomachache. (我肚子疼。)
I have a dull pain. (隐隐作痛。)
I have a sharp pain. (钻心地疼。)
I have a throbbing pain. (一跳一跳地疼。)
I have a piercing pain. (我感到巨痛。)
I have a stabbing pain. (像针扎似地疼。)
I have diarrhea. (我拉肚子了。)
I have food poisoning. (我食物中毒了。)
I have high blood pressure. (血压高。)
I have low blood pressure. (血压低。)
I have a headache. (我头疼。)
I have a toothache. (我牙疼。)
I feel dizzy. (我头晕目眩。)
I feel sluggish. (我浑身没劲。)
I don't have any appetite. (我没有一点儿食欲。)
I have a slight cold. (我有点儿感冒。)

I feel chilly. (我浑身发冷。)
I have a bad cold. (我得了重感冒。)
I have a stuffy nose. (鼻子堵了。)
I have a runny nose. (我在流鼻涕。)
I have a bit of a fever. (我有点儿发烧。)
I think I have a fever. (我好像发烧了。)
I have a high temperature. (我在发高烧。)
I feel like throwing up. (我想吐。)
Ouch! (好疼!/好烫!)
It's itchy. (痒痒。)
Ahchoo! (啊嚏!)
I broke my leg. (我腿骨折了。)
How long will the cast be on? (要打多长时间石膏?)
I burned my hand. (我把手给烫了。)
I sprained my ankle. (我崴脚了。)
I caught a cold from you. (你把感冒传染给我了。)
I must stay in bed. (我必须静养。)
I have stiff shoulders. (我肩膀酸痛。)
My eyes are tired. (我眼睛发酸。)
Is somebody hurt? (有谁受伤了?)
My fever has gone down. (我退烧了。)
I can't stop coughing. (我咳嗽不止。)
My throat's sore. (我嗓子疼。)
It's bleeding. (我流血了。)
I've got a cut here. (我这儿割破了。)
It hurts. (好疼。)
I got stung by a bee. (我被蜜蜂蜇了。)
Do I need an operation? (我需要动手术吗?)
Will it take long? (要花很长时间吗?)
Can I take a bath? (我可以洗澡吗?)
Is it okay to drink? (我可以喝酒吗?)
THE END
Should I be hospitalized? (我一定要住院吗?)
Do you have a fever? (你发烧吗?)
I feel better. (我觉得好多了。)
I don't feel any better. (我觉得没什么好转。)
Are you alright again? (你的病好了吗?)
He passed away. (他去世了。)

4 恋爱和结婚

●喜欢、爱上……

Tom is a lady-killer. (汤姆是个美男子。)
Tom really turns me on. (汤姆真让我神魂颠倒。)

Chris is really a heartbreaker. (克里斯长得真帅。)
Janet is a knockout. (珍妮特真迷人呀。)
I think he has a crush on you. (他好像看上你了。)
Jane seems to like me. (简好像喜欢上我了。)
Diana's been coming on to Jack. (戴安娜对杰克有意思。)
I can't handle a girl like her. (我不敢打像她那样的姑娘的主意。)
I'm dying to see her. (我非常想见到她。)
I'm trying to make a pass at her. (我想追求她。)
You broke my heart. (你也太狠心了。)

●约会

Are you free tonight? (今晚有空吗?)
Do you want to go out with me tonight? (今晚你能和我约会吗?)
Would you like to go to the movies with me? (愿意和我一起去看电影吗?)
Let's have tea or something. (我们喝点茶什么的吧。)
Please keep me company for a while. (能陪陪我吗?)
I'd like to invite you to a show. (我想请你去看演出。)
May I ask you out? (我能和你约会吗?)
Are you trying to pick me up? (你是想和我约会吗? (你想勾引我吗?))
Where do you want to meet? (在哪儿见面?)
What time should we meet? (我们几点见面?)

●表白

I want to talk to you. (我有话要对你说。)
Are you seeing anyone now? (你现在有朋友吗?)
What do you think of me? (你觉得我怎么样?)
I love you. (我爱你。)
You're the most beautiful woman I've ever seen. (你是我见到过的最美的女人。)
I'm crazy for you. (你使我发疯。)
Don't play hard to get. (别装腔作势。)
I don't want to get serious yet. (我还不想太认真。)
It was love at first sight. (我是一见钟情。)
I wish I had never met you. (我真希望我从来都没遇到过你。)

You're my type. (你是我喜欢的那种类型。)
You make me happy. (你使我感到幸福。)
I'm happy to have known you. (能认识你我非常幸福。)
You have beautiful eyes. (你的眼睛真美。)
You're sweet. (你真好。)
You're sexy. (你真性感。)
Let's walk hand in hand. (我们拉着手走吧。)
May I hold your hand? (我可以牵你的手吗?)
You're beautiful. (你真漂亮。)
I want to know all about you. (我想知道你的一切。)
I want you. (我想要你。)
I need you. (我需要你。)
You're everything to me. (你是我的一切。)
You're mine. (你是我的。)
I'm yours. (我是你的。)
I can't live without you. (没有你我无法活下去。)
Come closer. (再靠近我些。)
What's on your mind? (你想什么呢?)
I think of you night and day. (我时时刻刻都想着你。)
There will never be another you. (你是这个世界上独一无二的人。)
I like your dress. (你的连衣裙真漂亮。)
Nothing is too good for you. (为你我在所不惜。)
Are you seducing me? (你在引诱我吗?)
Hold me tight. (抱紧我。)
Don't go away. (别离开我。)
I can't help falling in love with you. (我无法不爱你。)
I've never felt like this before. (我从来没有过这种感觉。)
You're the one for me. (你是我的惟一。)
I'll love you forever. (我永远爱你。)
I always speak my mind. (我一直都说的是真心话。)
Love me, love my dog. (既然那样, 那你也要爱屋及乌噢。)
Be gentle. (请温柔些。)
Love me more. (再多爱我一些。)
Look at me! (看着我!)
I fell in love with Rose. (我爱上了罗丝。)

I'm deeply in love with Rose. (我深深地爱着罗丝。)

Smooch! (唧! *表示男女接吻时发出的声响。)

●结婚

Will you marry me? (愿意和我结婚吗?)
I don't want to get engaged yet. (我还不想结婚。)
I don't want to get married yet. (我还不想结婚。)
I haven't thought about marriage yet. (结婚, 我还没想过呢。)
I love you but I can't marry you. (我爱你, 可是不能和你结婚。)
I hesitate to marry her. (我还下不了决心和她结婚。)
He's a newlywed. (他刚刚结婚。)
How's (your) married life? (婚后生活怎么样?)
We're happy together now. (我们俩都感到很幸福。)
I love my wife. (我很爱我的妻子。)
We're two of a kind. (我们夫妻俩性格相似。)
We're a well-matched couple. (我们俩很般配。)
I'm a family-centered person. (我是个顾家的人。)
She wants to start a family. (她想要个孩子。)
I'm pregnant. (我怀孕了。)
What did she have? (怀的是男孩还是女孩?)
We can work it out. (问题总会解决的。)
I think of my wife first. (我首先想到的是我妻子。)
We (as a husband and a wife) don't have any fights. (我们夫妻从不吵架。)
Family man. (拖家带口的人。)

●离婚

We fight a lot. (我们经常吵架。)
I don't love my wife any more. (我不再爱我的妻子了。)
My wife's cheating on me. (我老婆有外遇。)
We had a falling-out. (我们感情不和。)
I've changed my mind. (我已经改变心意了。)
You have changed. (你变了。)
Are you seeing someone now? (你现在是不是和谁交往呢?)
I don't see eye to eye with my wife.

(我和妻子没什么共同语言。)
We just don't get along. (我们俩合不来了。)
I thought I knew you. (我想我很了解你。)
I had an affair with my secretary. (我和我的秘书有了婚外情。)
I don't enjoy being with you. (和你在一起没意思。)
Let's get divorced. (我们离婚吧。)
I'm separated from my wife. (现在我和我妻子分居了。)
I can't get over losing you. (我不能失去你。)
Breaking up is hard to do. (和你分手是我最大的痛苦。)
Don't break my heart. (请不要伤我的心。)
We argued for hours. (我们争论了好几个小时。)
THE END

5 在工作单位

● 在办公室

I made it! (我赶上了!)
Be punctual! (要严格遵守时间。)
You are late again. (你又迟到了。)
I was only late by five minutes. (我只迟到了5分钟。)
Did you punch in? (打出勤卡了吗? *上班时。)
Did you punch out? (打出勤卡了吗? *下班时。)
Let me check my schedule. (让我看看我的日程安排。)
I've got so much to do. (我有好多事要干。)
I'm pressed for time. (我的时间安排很紧。)
I'm an ordinary office worker. (我是个普通的公司职员。)
The work doesn't need much effort. (这工作不太费事。)
Don't neglect your duties! (干活别偷懒。)
I take charge of the west side. (西区由我负责。)
I'm done with the work. (我已结束那项工作了。)
I can still work for a long time. (我还能工作好长时间呢。)
Our boss has been fired. (我们的上司被解雇了。)
Please staple these together. (请把这个订在一起。)
Would you copy these papers? (能帮我复印一下这份材料吗?)
This copy machine doesn't work. (复印机有毛病了。)
I think it ran out of paper. (我想复印机是没纸了。)
When is this due? (付款截止到什么时候?)
It's due on the thirtieth. (付款日期截止到30号。)
Let's take a break. (我们休息一会儿吧。)
Get me a cup of coffee, will you? (能帮我倒杯咖啡吗?)
Would you like some coffee? (您想喝杯咖啡吗?)
That would be great. (那真是太好了。)
It's almost lunchtime. (快到午饭时间了。)
We took an hour lunch break. (我们有1小时的午休时间。)
Let's get started. (我们开始吧。)
I can't leave this job at the moment. (现在我不能放下这个工作。)
I'm too busy to bother with such details. (我太忙了, 顾不上那么琐碎的事。)
I'm so busy, I'd really appreciate any help I could get. (我忙得四脚朝天。)
Don't slack off! (别偷懒!)
Do your best! (尽你的全力!)
Don't work too hard. (悠着点儿。)
Pull yourself together. (打起精神来。)
You can count on me. (你可以找我呀!)
I don't even have time to catch my breath. (连喘口气的工夫都没有。)
What's keeping you? (你怎么耽搁了?)
Changing jobs is the only way out. (换个工作是惟一的解决办法。)
You'd better work harder. (你应该更加努力工作。)
I'm a workaholic. (我是个工作狂。)
I don't know how to fill out this form. (我不知道这张表怎么填。)
How do I fill out this form? (这张表怎么填?)
Can you help me with this form? (您能帮我填一下这张表吗?)
It looks like it's going to be a long meeting, doesn't it? (看来会议要开长时间了, 是吧?)
The meeting went well. (会议开得很成功。)

I did all I could do. (我已经尽了最大的努力了。)

Are you impressed? (你觉得印象深刻吗?)

Please underline the important items. (请在重要事项的下面划线。)

Check. (好, 没问题!)

Would you get to the point? (你能把要点说得再清楚点儿吗?)

Please do it all over again. (全部重做。)

Fax this paper to Mr. Tanaka. (把这个给田中先生传真过去。)

Please hand the document in to me. (请把那份文件交给我。)

This is a piece of work I can be proud of. (这是我的得意之作。)

I can't find my white-out. (我找不到我的涂改液了。)

Are you working overtime tonight? (今晚你加班吗?)

Business is business. (工作就是工作, 不能讲私情。)

He's a hard worker. (他是个努力工作的人。)

You're overworking. (你超负荷工作了。)

Finish this report today! (今天必须完成这份报告。)

When is the paper due? (报告截止到几号?)

I've got so much to do. (我有很多事要做。)

There's a lot of work piled up on my desk. (瞧我桌上堆了一堆的事儿。)

We'll fake it. (差不多就得了。)

All done! (全都做完了。)

It's been a long day. (今天忙了一天。)

I can't make an exception for you. (我不能为你破例。)

It's dark outside already. (外边天都黑了。)

Let's finish up. (就干到这儿吧。)

I've just finished work. (正好工作刚做完。)

Today's payday! (今天发工资。)

Let's have a drink. (我们一起去喝一杯吧。)

Thanks for your hard work. (你辛苦了。)

I hope you don't mind my leaving now. (我先走了。)

Sorry for interrupting. (对不起, 打断一下。)

May I interrupt (you)? (打扰一下可以吗?)

Mr. Smith is on line one. (史密斯先生在1号线听

电话。)

I have an appointment with Mr. Aoki. (我已经和青木先生约好了。)

What floor is ABC on? (ABC公司在几楼?)

Where are the elevators? (电梯在哪儿?)

●工作单位的人际关系

I get along well with him. (我和他很合得来。)

I don't get along well with her. (我跟她合不来。)

I respect him. (我很尊敬他。)

I despise him. (我瞧不起他。)

I want to get along with everyone. (我想和大家和睦相处。)

Are you getting along with her? (你跟她合得来吗?)

She ignored me. (她根本不搭理我。)

I don't know what he's really thinking. (我不知道他在想什么。)

I have no reason to be envied. (我没有理由让人嫉妒。)

I don't like brownnosers. (我讨厌爱拍马屁的人。)

I'm neglecting my family. (我是个不顾家的人。)

Which side are you? (你站在哪一方?)

I'm on your side. (我是站在你这边的。)

He's very hard on me. (他对我很不客气的。)

He always treats me like an enemy. (他总把我当作眼中钉。)

He treated me badly. (他对我很蛮横。)

I'm obligated to him. (我欠他的情。)

We're on a first name basis. (我们很熟, 互相直呼其名。)

●评论他人

He's quick on the uptake. (他的理解力很强。)

He'll never let you down. (他不会让你失望的。)

He's efficient. (他很能干。)

He's a good guy. (他是个好人。)

He looks old for his age. (他显老。)

You look younger than me. (你看上去比我年轻。)

That's the way he is. (他就是那种人。)

Who is he like? (他长得像谁?)

He has a lot of common sense. (他有丰富的常识。)

He's wise for his age. (他虽年轻, 却很博学。)

He knows a lot of people. (他交际很广。)

He's a go-getter. (他是个有才干的人。)

You're so sympathetic. (你真体谅人。)
He's faithful. (他是守信用的人。)
He has a deep voice. (他的嗓音低沉。)
He has put on weight. (他发福了。)
He's overweight. (他太胖了。)
You have a lot of nerve. (你真有胆量。(你好大胆子。))
He's a very modest man. (他是个很谦虚的人。)
He has a good temper. (他有个好脾气。)
He has a bad temper. (他这个人脾气暴躁。)
There's something strange about her. (她不知哪儿有点怪。)
She's not herself. (她有点不太对劲儿。)
She's so weird. (她真让人捉摸不透。)
Tammy eats like a bird. (塔米饭量很小。)
She has a nice figure. (她的身材很好。)
His best days are gone. (他已过壮年。)
My father's getting on in years. (我父亲上年纪了。)
What does he look like? (他长得什么样?)
They're making a big fuss. (他们闹得天翻地覆。)
He's a chain smoker. (他抽烟抽得没完没了。)
● 贬低别人
He's selfish. (他很自私。)
He takes things too seriously. (他总把问题想得过于严重。)
He's simpleminded. (他头脑简单。)
He's on edge today. (今天他情绪烦躁。)
He's talkative. (他真是多嘴多舌的人。)
He's quite well off. (他非常有钱。)
He's fresh. (他很好色。)
He's a smooth talker. (他的嘴甜着呢。)
He's nobody's fool. (他是个不可小看的人。)
He often says absurd things. (他净说些傻话。)
He has no sense of responsibility. (他一点儿责任心都没有。)
He's very offensive. (他真是让人讨厌的人。)
He's a difficult man to deal with. (他这人很难对付。)
He's a stubborn old man. (他是个倔老头。)
He's aiming too high. (他总是好高骛远。)
That man never admits defeat. (他从不认输。)
He's very vague. (他是个难以捉摸的人。)

He's crooked. (他性格乖张。)
He's good for nothing. (他一无是处。)
She's shy around strangers. (她认生。)
You're too timid. (你是个胆小鬼。)
He's acting big. (他在逞强。)
He has a short temper. (他动不动就生气。)
He eats like a horse. (他很能吃。)
Your perfume is strong. (你的香水味真够呛人的。)
● 自我评价
I'm young in spirit. (我的心还很年轻。)
I'm all thumbs. (我笨手笨脚的。)
I like being alone. (我喜欢独处。)
I'm easygoing. (我这个人比较随和。)
I get embarrassed easily. (我遇事就慌。)
I'm practical about everything. (我做什么事都很现实。)
I have a one-track mind. (我是一根筋。)
I'm a good judge of character. (我看人很准。)
I have a sweet tooth. (我爱吃甜食。)
I prefer wine to sweets. (我是个酒鬼。)
I have led a dog's life. (我过着悲惨的生活。)
I have poor eyesight. (我的视力不好。)
THE END

6 电话

● 打电话

This is Dennis Smith. (我是丹尼斯·史密斯。)
Hello, John? 喂, (是约翰吗?)
Is this Mr. Dennis Smith? (喂, 请问是丹尼斯·史密斯先生吗?)
Is this the finance department? (请问是财务科吗?)
Is this Dr. Jim Baker's office? (请问是吉姆·贝克医生的办公室吗?)
Do you mind if I use your phone? (我能借用一下您的电话吗?)
May I speak to Mr. Sato? (我想找佐藤先生。)
Is Mark there? (马克在吗?)
I'm sorry for calling you this late. (真对不起, 这么晚了还给您打电话。)
I hope I'm not disturbing you. (我希望我没打扰您。)
I hope I didn't wake you up. (但愿没吵醒您。)

It is urgent I talk to Mr. Barr now. (我有急事要找巴尔先生。)

I'm calling about tomorrow's meeting. (有关明天开会的事给您打电话。)

I'm returning your call. (我给您回电话。)

● 接电话

Hello. (喂!)

Speaking. (对, 我就是。)

It's me. (是我呀。)

ABC Business College, may I help you? (ABC 商务学院。您有什么事?)

Who's calling, please? (您是哪位?)

Who in particular would you like to talk to? (您想找哪位接电话?)

He's been expecting your call. (他一直在等您的电话。)

Which Suzuki do you want to talk to? (您要找哪个铃木?)

There are three Suzukis here. (这儿有三位姓铃木的。)

Would you mind calling back later? (您能过会儿再打吗?)

Extension 103, please. (请转 103。)

I'll connect you to extension 103. (我给您接 103 分机。)

Hold on, please. (请稍等一下。)

I'll put him on. (我让他接电话。)

I'll transfer your call. (我把电话给您接过去。)

I'll get your party for you. (我把电话转给负责人。)

I'm transferring your call to the sales department. (我把您的电话接到营业部去。)

Mr. Peck is on line one. (是贝克打来的, 请接 1 号线。)

You have a call from Mr. Miller of ABC. (ABC 公司米兰先生的电话。)

Your party is on the line. (您要找的人来接电话了。)

● 无法接电话时

Her line is busy now. 她正在接电话。

I'm sorry, she's tied up at the moment. (对不起, 她现在脱不开身。)

I'm sorry, she has company at this time. (对不起, 她正在接待客人。)

Would you like to hold? (您等会儿行吗?)

He's away from his desk now. (他现在不在座位上。)

He's in but he's not at his desk right now. (他在公司, 但现在不在座位上。)

I'm sorry, he's not in right now. (对不起, 他出去了。)

When is he coming back? (他什么时候能回来?)

He should be back in ten minutes. (他大概 10 分钟后回来。)

He should be back in the office next week. (他应该下个星期来上班。)

He's on vacation until next week. (他休假到下个星期。)

He called in sick today. (他打电话来说病了。)

He's out of town now. (他现在出差去了。)

He's out to lunch now. (他现在吃午饭去了。)

He's in a meeting right now. (他现在正在开会。)

He's off today. (他今天休息。)

● 留言、接受留言

Could you call back later? (您能过会儿再打来吗?)

Please call me back in ten minutes. (请 10 分钟后打。)

May I take a message? (您要给他留言吗?)

I'll try again later. (过会儿我再打。)

Can I leave a message? (能留个口信吗?)

I called but your line was busy. (我给你打电话了, 可是占线。)

Would you tell him that Lynn Kane called? (请告诉他林恩·凯恩给他打过电话。)

Please tell him to call me. (请转告他让他给我回个电话。)

How can he get a hold of you? (他怎么跟您联系呢?)

Your number, please? (请告诉我您的电话号码。)

My number is 1234-1234. (我的电话号码是 1234-1234。)

You can reach me at 1234-1234 until six o'clock. (请 6 点以前打 1234-1234 跟我联系。)

Let me repeat the number. That's 1234-1234. (我再确认一下电话号码, 1234-1234, 对吗?)

OK. I'll tell him that you called. (好的, 我转告他您来电话了。)

How do you spell your name?(您的名字怎么拼?)
Mr. Smith called you during the meeting. (您开会的时候史密斯先生给您来电话了。)

I'll have him call you back. (我让他给您回电话好了。)

Shall I have him call you back?(是不是让他给您回电话呀?)

●挂断电话

Thanks for calling. (谢谢您打来电话。)

Please call again anytime. (请随时来电话。)

I'd better get off the phone. (我得挂电话了。)

I have to go now. (我得挂电话了。)

I guess I'd better get going. (我该挂电话了。)

Nice talking to you. Bye. (能跟您通上话, 我非常高兴, 再见。)

Please hang up the phone. (请挂电话吧。)

I was cut off. (电话断了。)

She hung up on me. (我还没说完呢, she就把电话挂上了。)

The phone went dead. (电话不通。)

Thank you for returning my call. (谢谢你给我回电话。)

●打错电话

I'm afraid you have the wrong number. (您好像打错电话了。)

What number are you calling?(您拨的电话号码是多少?)

Who would you like to talk to?(您找哪位呀?)

There's no one here by that name. (这儿没有您说的这个人。)

There's no Bob Hope in this office. (我们公司没有叫鲍勃·霍普的。)

I'm sorry. I must have misdialed. (对不起, 我好像打错了。)

●电话留言

This is Gary Mills calling. Please call me as soon as possible. (我是加里·米尔斯, 请尽快跟我联络。)

(我是ABC公司的加里·米尔斯, 请回来后给我回电话。我的电话号码是1234-1234。)

This is Gary Mills of ABC. Please call me when you get home. My number is 1234-1234.

This is a recording. (这是电话录音。)

●打电话遇到困难时

Please speak a little more slowly. (您能说慢一点儿吗?)

I can't hear you very well. (我听不清楚。)

We have a bad connection. (电话线好像有毛病。)

Could you speak up, please?(您能再大点儿声吗?)

The lines are crossed. (串线了。)

I'm sorry to have kept you waiting. (对不起, 让您久等了。)

Thank you for waiting. (谢谢您等我。)

You gave me the wrong number. (你给我的电话号码是错的。)

THE END

7 日期和时间

●询问时间

What's today's date?(今天几号?)

It's August thirteenth. (8月13日。)

What day is it?(今天星期几?)

It's Thursday. (星期四。)

Do you have the time?(现在几点?)

It's almost noon. (快到中午了。)

It's one o'clock. (现在1点钟了。)

It's a quarter to two. (1点45分。)

It's five after one. (1点5分。)

The clock says 3:15 (three fifteen). (指针正指到3点15分。)

It's a quarter after three. (3点15分。)

It's ten to two. (差10分2点。)

It's nine thirty. (9点半。)

●有关时间

The clock is five minutes slow. (那只表慢5分钟。)

Well, time to go. (该走了。)

About when?(大约什么时候?)

About what time?(大约几点?)

How's the time?(还来得及吗?)

I have no time. (我没有时间。)

You must wait for five more days. (你得再等5天。)

What is taking so long?(怎么花那么长时间?)

I wasted a whole day. (白白浪费了一整天。)

Time has come. (到时间了。)

Time is money. (时间就是金钱。)

I killed two hours watching TV.

(我看了两个小时的电视以打发时间。)

Time is up. (没有时间了。)

Doyouhavesomefreetime? (你有空闲的时间吗?)

It's about time. (我看时间差不多了。)

Computerssaveustime. (电脑能帮我们省时间。)

THE END

第二章 使您交谈轻松愉快的短句

8 见面、分手时

●碰到友人

Hi! (嗨!你好!)

Hello. (你好!)

Good afternoon. (你好!/下午好!)

Good evening. (晚上好!)

How are you? (你好吗?)

Fine, thank you. (我很好, 谢谢。)

Not so good. (不怎么好。)

Nothing much. (老样子。)

Glad to meet you. (认识您我很高兴。)

What's up? (出什么事啦?)

How's your family? (你的家人怎么样?)

How's everything? (还好吧?)

How's business? (工作怎么样?)

Not bad. (还可以。)

How did it go today? (今天怎么样?)

Oh, same as usual. (和往常一样。)

What's the hurry? (急着干什么去呀?)

Where are you headed? (你去哪儿?)

What are you doing? (你干吗呢?)

I was just thinking. (我在想点儿。)

I was just daydreaming. (我只是发了会儿呆。)

I'm just killing time. (我只是在消磨时间。)

What's on your mind? (你想什么呢?)

Nothing. (没想什么。/没什么。)

Another day, another dollar. (和往常一样。)

You've come just in time. (你来的正是时候。)

There you are! (原来你在这儿啊!)

Is Jeff around? (杰夫在吗?)

Have you seen Scott? (你见到斯科特吗?)

I ran into him. (我偶然碰到了他。)

Guess who I bumped into yesterday? (哎, 你猜我昨天遇见谁了?)

He's a stranger to me. (我跟他素不相识。)

●好久不见

It's been a long time. (好久不见。)

It's been so long. (好久不见。)

Long time no see. (好久没见了。)

How have you been? (还好吧?)

How have you been doing? (最近怎么样?)

What have you been doing? (忙什么呢?)

Where have you been? (你去哪儿了?)

I'm glad to see you again. (很高兴又见到你。)

You haven't changed at all. (你一点儿都没变。)

You haven't changed much. (你没怎么变。)

You've really changed. (你变样了。)

You've grown up. (你长大了。)

You've become so beautiful. (你越来越漂亮了。)

Is John okay? (约翰他好吗?)

You look great. (你看上去不错。)

How are you feeling? (你感觉怎么样?)

How's he getting along these days? (他这些日子过得怎么样?)

Are you gaining weight? (最近你是不是胖了?)

●分手时

Goodbye. (再见!)

Bye. (再见!)

See you. (回头见!)

I'm off now. (我去了啊。)

I have to go. (我得告辞了。)

Good luck! (祝你好运!)

Have a nice day! (祝你愉快!)

Have a nice weekend. (祝你周末愉快!)

Good luck. (加油啊!祝你好运!)

Have fun! (祝你玩得愉快。)

Keep it up! (就这样, 坚持下去。)

Don't work too hard. (别干得太猛。)

Have a nice trip. (旅途愉快!)

Have a good one! (那多保重!)

I hate to run, but... (真舍不得走, 但是……)

It was nice meeting you. (认识你我非常高兴。)

Please say hello to John (for me). (请代我向约翰问好。)

Good night. (晚安!)

Come again. (再来啊!)

Don't forget to bring something back for me. (别忘了给我带点儿什么。)

Take it easy. (放松点儿!)

I hope to see you again soon. (希望不久能再见到你。)

Call me later. (给我打电话。)

Take care. (多保重!)

Take care of yourself. (你自己多保重!)

I'll be back. (我还会来的。)

It's getting late. (天不早了。)

I've got to go. (我得走了。)

●暂时无法见面时

I'll miss you. (我会想你的。)

I wish I could go with you. (我真希望能和你在一起。)

Please give my regards to your family. (请代我向你的家人问好。)

You must come back. (你一定回来啊!)

Give me a call sometime. (有空给我打电话。)

Let's get together again sometime. (我们什么时候再聚吧。)

Please write me (a letter). (请给我写信。)

I'll write you (a letter). (我会给你写信的。)

Let's keep in touch. (让我们保持联系。)

Don't forget to write. (别忘了写信。)

●拜访

Hello! Anyone home? (喂, 有人吗?)

Please come in! (欢迎, 请进!)

How nice of you to come! (你能来, 太好啦。)

What do you want? (你有事吗?)

Please feel free to make yourself at home. (别客气, 像在自己家一样。)

Have a seat. (请坐吧。)

Enjoy yourself! (您尽兴。)

Would you care for something to drink? (您喝点什么吗?)

Don't mind me. (没关系。不用担心我。)

May I use your bathroom? (我可以用洗手间吗?)

Where's the bathroom? (洗手间在哪儿?)

May I use your phone? (可以借用一下您的电话吗?)

I'd better get going now. (我得告辞了。)

Thank you for inviting me. (非常感谢您的盛情款待。)

Drop by sometime. (有空再来串门吧。)

He came to see me himself. (他亲自来看我。)

Do you mind if I smoke? (您介意我抽烟吗?)

I like your house. (您的房子真好。)

I really like your apartment. (我很喜欢你的公寓。)

Watch your step. (小心脚下。)

The floor is slippery. (地上很滑。)

Please turn on the TV. (请打开电视。)

Can I park my car here? (我可以把车停这儿吗?)

●介绍某人

Ms. Kane, this is Mr. Sato, my boss. (凯恩女士, 这位是我的上司佐藤先生。)

Nice to meet you. (很高兴认识您。)

Nice to meet you, too. (彼此彼此。)

May I have your name, please? (您贵姓?)

I'd like you to meet a friend of mine. (我给你介绍一下我的朋友。)

He's a nice guy. (他是个好人。)

I'm glad to meet you. (见到您我很高兴。)

It's an honor for me to meet you. (能认识您我感到非常荣幸。)

Please call me... (请叫我.....)

Don't I know you from somewhere? (我们是不是在哪儿见过面?)

Remember? (想起来了吗?)

Oh, yeah, you're Mr. Smith! (啊!对了, 你是史密斯先生。)

I'm not sure. Maybe. (我不敢肯定, 也许在哪儿见过。)

No, I don't think so. (不, 我想不是这样的。)

This is the first time we have met. (这是我们第一次见面。)

Is Bob an old friend of yours? (鲍勃是你的老朋友吗?)

I can't remember his name. (我想不起来他叫什么名字了。)

I leave it entirely to your kind consideration. (这事全拜托你了。)

I'm John Sheehan. (我叫约翰·希恩。)

●和初次见面的人交谈

Where are you from? (您是哪里人?)

I'm from Canada. (我是加拿大人。)

I come from Canada. (我从加拿大来。)

How do you like Japan? (你觉得日本怎么样?)

I like it. (我很喜欢。)

It's a good place. (是个好地方。)

Where have you been in Japan?

(你都去过日本的哪些地方?)
Where do you live now? (你现在住在哪儿?)
I live in Tokyo. (我住在东京。)
Are you here on vacation? (您是来度假的吗?)
I'm here on business. (我是来工作的。)
How long have you been in Japan? (您来日本多长时间了?)
About four months. (4个月左右。)
Are you used to life in Japan? (你习惯日本的生活了吗?)
How long will you be in Japan? (你在日本呆到什么时候?)
Until December. (呆到12月。)
Do you speak Japanese? (你说日语吗?)
A little. (只会一点儿。)
I can't speak Japanese at all. (我一点儿都不会说。)
I know (everyday) conversational Japanese. (我会一点儿日常会话。)
Where did you learn Japanese? (你是在哪儿学的日语?)
At school. (在学校。)
I learned it on my own. (我自学的。)
When's your birthday? (你什么时候过生日?)
●有关工作
Do you know his background? (你了解他的背景吗?)
I work for a computer company. (我在一家电脑公司工作。)
I'm a government employee. (我是国家公务员。)
I'm self-employed. (我是个体经营者。)
Which department do you work for? (你在哪个部门工作?)
Sales. (搞销售的。)
How long have you been doing that job? (这个工作你做了多长时间了?)
For 10 years. (10年了。)
Where is your company? (你的公司在哪儿?)
In Shinjuku. (在新宿。)
How long does it take (you) to commute? (上下班路上要花多长时间?)
About one hour. (1个小时左右。)
How do you get to work? (你怎么去上班?)
I ride the subway. (我坐地铁。)
I'm changing jobs. (我正在调工作。)

I'm job hunting now. (我正在找工作。)
I'm retiring next year. (我明年退休。)
I'm out of work now. (我现在失业了。)
●有关学校
Are you a student? (你是学生吗?)
I'm a college student. (我是个大学生。)
I'm studying English. (我正在学习英文。)
I went to Meiji University. (我毕业于明治大学。)
Where did you go to college? (你上的哪所大学?)
What school do you go to? (你上什么学校?)
I go to...university. (我上……大学。)
What year are you in? (你上几年级了?)
I'm a freshman. (我上一年级。)
I'll graduate next year. (我明年毕业。)
What's your major? (你的专业是什么?)
I'm an English major. (我的专业是英语。)
What club are you in? (你参加哪个俱乐部?)
I'm in the ski club. (我在滑雪俱乐部。)
Do you have a part-time job? (你在打工吗?)
I work at a bookstore as a cashier once a week. (我一个星期去一次书店做收银员。)
What are your plans after graduation? (毕业以后你打算做什么?)
●有关家庭
How many people are in your family? (你家有几个人?)
Four people. (四口人。)
My parents and my younger sister. (父母和我的妹妹。)
Any brothers or sisters? (你有兄弟姐妹吗?)
Just one brother. (只有一个哥哥(弟弟)。)
Do you live with your parents? (你和父母住在一起吗?)
I live alone. (我一个人住。)
I live in an apartment. (我住在公寓里。)
Are you married? (你结婚了吗?)
No, not yet. (不, 还没有。)
I have a fiancé. (我有对象了。)
I'm going to get married next year. (我打算明年结婚。)
I'm married. (我结婚了。)
I'm engaged. (我订婚了。)
Any children? (有孩子吗?)

I have two boys. (我有两个男孩。)
I have one daughter in elementary school. (我有一个女儿, 在上小学。)
I don't have any children. (我没有孩子。)

●有关兴趣和爱好

What are your hobbies? (你有什么爱好?)
Do you have any hobbies? (你有点什么爱好吗?)
What do you do when you have free time?(业余时间你都干什么?)
I like to watch movies. (我喜欢看电影。)
What kind of movies do you like? (你喜欢看什么样的电影?)
You're a good pianist. (你的钢琴弹得真好。)
What kind of sports do you like? (你喜欢哪种运动?)
How long have you been skiing? (你滑了多长时间雪了?)
I just like to watch. (我只是喜欢看。)
I'm a baseball fan. (我是棒球迷。)
I like to play golf. (我喜欢打高尔夫球。)
Have you ever done aerobics? (你练过健美操吗?)
What are your interests? (你对什么感兴趣?)
I've never done that. (我从未做过。)
Have you ever traveled abroad? (你去国外旅行过吗?)
Where have you been? (你去哪儿了?)
I've been to the U.S. and Germany. (我去美国和德国了。)
Where do you want to go next? (下次你想去哪儿?)

●有关年龄、身高和体重

How old are you? (你多大了?)
I'm forty-eight. (我48岁。)
How much do you weigh?(你的体重是多少?)
About seventy-five kilograms. (75公斤左右。)
I weigh a-hundred-sixty-four pounds. (我重164磅。)
How tall are you?(你有多高?)
About one-hundred-eighty centimeters. (1米80左右。)
I'm five feet three inches tall. (我身高5英尺3寸。)

●有关天气

It's very hot today, isn't it?(今天真热呀!)
It's blistering hot. (天气炎热。)

It's a fine day today. (今天的天气真好!)
What's the forecast for tomorrow? (明天的天气怎么样?)
How's the weather today? (今天的天气怎么样?)
Is it going to rain today?(今天会下雨吗?)
We're expecting some rain. (好像要下雨。)
It's raining. (下雨了。)
It's going to rain today. (今天会下雨吧!)
It's hot today. (今天很热。)
It's warm today. (今天很暖和。)
It's cold today. (今天很冷。)
It's chilly today. (今天冷嗖嗖的。)
It's windy today. (今天风很大。)
It's humid. (今天很闷热。)
It's dry. (气候干燥。)
It's stormy. (暴风雨天气。)
It's snowing. (下雪了。)
It's gloomy. (天阴沉沉的。)
It looks like we are going to have a thunder shower. (看样子我们会遇上雷阵雨。)
A typhoon is coming. (台风快到了。)
It's foggy. (起雾了。)
It's freezing. (冷得像要结冰了。)
We're going to have a blizzard. (快要下暴风雪了。)
It's pleasant. (这天真舒服。)
It's mild today. (今天风和日丽。)
It's misty. (雾蒙蒙的。)
It's overcast today. (今天阴天。)
It's miserable. (糟糕的天气。)
I'm sensitive to heat. (我怕热。)
It's breezy today. (今天风和日丽。)
It's uncomfortable today. (今天的天气让人不舒服。)
The heat is killing me. (热死我了。)
It's raining cats and dogs! (下了瓢泼大雨。)
It's frosty today. (下霜了。)
THE END

9 随意的谈话

●征求意见

Do you understand? (懂吗?)
Understood?懂了吗?
Is that clear? (清楚了吗?)

Get the picture? (你了解情况吗?)
Do you know what I mean? (你懂我说的意思吗?)
Are you listening to me? (你在听吗?)
Are you blind? (你不知道吗?)
You know what I'm talking about. (你明白我说的意思吧。)
I said that, didn't I? (我是那样说的吧?)
Do you know that? (你知道那事吗?)
Do you happen to know...? (说不定你知道……吧?)
I can't tell the difference. (我辨别不出来。)
Can you hear me? (你听得见吗?)
Did you hear me? (你听见我说的了吗?)

●同意

I understand. (知道了。)
See? 明白了吗?
I understand very well. (完全明白。)
I think I understand. (我想我懂了。)
I see what you mean. (我明白你说的了。)
I know that too well. (我太清楚那种事了。)
I see your point. (我明白你的意思。)
I get it. (噢,我终于明白了。)
I got it. (这样啊,原来是这么回事。)
I know that much! (这点事儿我还是知道的。)
That solves it. (原来是这样啊!)
Alright, alright. I understand. (好吧,好吧,我知道了。)
I know. (我知道呀。)
I know that person. (我认识那个人。)
I know him by sight. (我见过他。)
Yeah, I heard about it. (嗯,我听说了。)
I hear you. (我听着呢。/我知道了。)
I'm following you. (我理解了。)
Makes sense. (言之有理。)

●不明白、不知道

I don't understand. (我不明白。)
I don't really understand. (我不太明白。)
That's not clear. (我不清楚。)
I can't see your point. (我不明白你在说什么。)
I can't understand what you mean. (我不明白你的意思。)
I'm not sure what you mean. (我弄不清楚你想说什么。)
I don't know what's what. (我根本不知道这是怎么回事。)

It's over my head. (太难了,我弄不懂。)
Your guess is as good as mine. (我也搞不清楚。)
The more I think about it, the less I understand it. (越想越糊涂。)
I don't know what he is driving at. (我不知道他要干什么。)
What's she after? (她到底想干什么?)
I have no idea. (我一点儿都不知道。)
I didn't know that. (我怎么不知道。)
I don't know. (不知道。/不太清楚。)
I don't know for sure. (我不太清楚。)
No one knows for sure. (谁也不知道确切的情况。)

How should I know? (我怎么会知道?)

Who knows? (谁能知道?)

●反问

Yes? (有事吗?)
What for? (为何?)
Pardon me? (您说什么?)
How about now? (现在怎么样?)
Excuse me? (对不起,你说什么?)
What? (什么?)
Did you say anything? (你说什么来着?)
I'm sorry, what did you say? (对不起,你说什么来着?)
So what? (那又怎么样呢?)
What does it mean? (什么意思?)
Are you saying that...? (你是说……吗?)
Then what? (后来怎么样了?)
What's he driving at? (他到底想干吗?)
Would you repeat that, please? (您能再说一遍吗?)
You're speaking too quickly. (您说得太快了。)
Please say it more slowly. (请您再说慢一点儿。)
I can't keep up. (我跟不上您说的。)
Please speak a little louder. (请再大一点儿声说。)
I can't hear you. (我听不见。)
I couldn't catch what you said. (我没听见你说什么。)
What are you talking about? (你在说什么呢?)

●感想

Just like me! (就像我一样。)
Was it good? (好吃吗?)

Did you have fun? (玩得高兴吗?)
How do you like this suit? (这套衣服怎么样?)
How did you like it? (你觉得怎么样?)
Did you like it?(你喜欢吗?)
What do you think of it? (你觉得那个怎么样?)

● 询问、叙述情况

How'd things turn out? (结果怎么样?)
To make a long story short,... (长话短说……)
Just tell me the story in a nutshell. (你就简明扼要地说吧。)
Let me know the circumstances. (告诉我详细情况。)
A piece of cake. (轻而易举。)
So far, so good. (到现在为止还好。)
So-so. (马马虎虎。)
That's about it. ((事情)就是这样。)
It was nothing. (没什么了不起的。)
There's nothing to it. (这很简单。)
It worked!(啊,真灵!)
It needs work. (还需再加把劲。)
Almost! (就差那么一点儿。)
Going from bad to worse. (越来越不好。)
He made it big. (他一举成名。)
We're set. (问题解决了。)

● 随声附和

I see. (我知道了。)
Uh-huh. (嗯, 嗯。)
You have?啊, (是吗?)
Is that right?(是那样吗?)
That's right. (是那样。)
Exactly! (没错!)
Oh, yeah? (是吗?)
Is that so?(是吗?)
And? (然后呢?)
Me, too. (我也是。)
Neither do I. (我也不……)
Don't be silly. (别说傻话。)
That's too bad. (真是太倒霉了。)
Are you sure? (真的吗?)
What a shame! (真是太过分(遗憾)了!)
Good! (那好哇。)
What a surprise!(真叫人吃惊。)
I hope not. (我真希望不是这样。)
I hope so. (要是那样就好了!)

Great! (太棒了!)
Unbelievable! (难以置信!)
No kidding!(开玩笑吧!)
You bet. (行!没问题!)

● 一时语塞

Well... 嗯……
Let me see. (让我想想。)
I mean... (我的意思是……)
It's on the tip of my tongue. (话就在嘴边。)
What should I say... (说什么好呢?)
I don't know quite how to put this. (我真不知道该怎么说……)
Beats me. (这可让你问着了。)
What do you call it? (叫什么来着?)
You've got me. (让你问住了。)

● 催促别人说话

Say something. (你说点什么吧!)
Tell me more (about it). (我想知道得详细一些。)
How was your trip? (你的旅行怎么样?)
I'm all ears. (我在认真地听呢。)
How was the meeting? (会开得怎么样?)
I'm listening. (继续说呀。)
I'd like to hear the story. (我很想听听那件事。)
We had small talk. (我们只是闲聊一会儿。)
How was the movie? (电影怎么样?)
Did you enjoy the play? (那部戏有意思吗?)
I want to talk about it now. (我想现在就谈谈那件事。)
Shoot! (说吧, 说吧。)
Let's talk in English(. 咱们说英语吧。)
Let's have a chat. (咱们聊会儿天吧!)
To the point, please. (抓重点的说。)
How was your day? (今天过得怎么样?)

● 转换话题

Let's change the subject. (我们换个话题吧!)
Let's get back to the subject. (言归正传。)
I don't want to talk about it now. (我现在不想谈那件事。)
Let's talk about it later. (那事儿以后再说吧。)
To change the subject... (另外我们说说……)
Well, all joking aside,... (好了, 玩笑就此……)

By the way... (顺便提一下……)

You were saying? (你刚才说什么来着?)

That reminds me. (啊, 我想起来了。)

Let's stop talking. (别说了。)

I've heard the story before. (那事儿我听过了。)

Let's drop the subject. (这件事别再说了。)

Don't say it so loud. (别那么大声说。)

● **下决心**

I've decided. (我已经决定了。)

It's up to you. (一切都看你的了。)

You decide. (你决定吧!)

This is the important point. (这是关键性的一点。)

This is my personal problem. (这是我个人的问题。)

It's a matter of life and death. (这是生死攸关的大事。)

You're free to go or stay. (是去是留, 随你。)

There's no turning back. (已经无可挽回了。)

Let's play it by ear. (走一步看一步吧! (到时候再说吧!))

I'm sure I can do it. (我确信我能做好。)

I'm still unable to decide what to do. (我仍然无法决定我该做什么。)

I'll follow her. (我跟着她。)

Let's all get together and act as one. (我们拧成一股绳地去干。)

I have to do it anyhow. (反正, 也得干。)

It's now or never. (机不可失, 时不再来。)

The sooner, the better. (越早越好。)

I'll take a chance. (碰碰运气看。)

Have more guts! (再拿出点勇气来。)

Let's finish it somehow. (我们总得想办法完成。)

It's worth a try. (值得一试。)

We must function as one mind and one body. (我们必须同心同德。)

You just wait. (你等着瞧吧。)

It's all or nothing. (豁出去了。)

THE END

10 提醒、忠告

● 教诲、告诫

John, apologize to her. (约翰, 向她道歉。)

John, you listen to me! (约翰, 你听我说!)

Watch out! Don't play with that thing. (危险, 别淘气。)

Do it yourself. (自己的事情自己做。)

You should finish what you start. (你别半途而废。)

I'm ready to throw in the towel. (我认输了。)

It's your duty (to do that). (这是你(应尽)的责任。)

Be good to others. (要善待他人。)

You can't be too careful. (你要再三小心。)

Make up your mind after thinking it over carefully. (三思而后行。)

I'm counting on you. (我全靠你了。)

You'll see. (你终究会明白的。)

Calm down and think carefully. (冷静下来好好想想。)

That's the most important thing. (这是最重要的事情。)

Don't bite off more than you can chew. (人要有自知之明。)

There isn't much merit in doing so. (这事做起来没有太大价值。)

What you need is a little more effort. (你还得再加把劲儿。)

Respect yourself. (有点自尊心吧!)

I hope you'll be more positive overall. (我希望你事事要积极。)

That's easy for you to say. (你说得容易。)

There's no reason for complaints. (你发什么牢骚?)

It's written all over your face. (你脸上都写着呢呀!)

It's natural for me to get angry. (我当然会生气了。)

I'm telling you this from my experience. (我是根据我的经验才这样说的。)

Can't you think of it differently? (没其他不同的看法吗?)

Just think of it! (好好想想。)

Don't trust it. (不要轻信。)

I'm so gullible. (我是个容易上当的人。)

Don't underestimate him. (别小看他。)

That's the name of the game. (那是最重要的呀!)

I can't make any exceptions for you. (我不能对你特殊。)

Use your head! (动动脑子。)

You asked for it! (自作自受。)

If the shoe fits, wear it. (如果批评得对,你就接受吧。)

●提醒

Let me give you a piece of advice. (我得提醒一句。)

Watch out! (小心!)

Watch your step! (注意脚下。)

Hold on to me tight. (抓紧我。)

Watch out for him! (要提防着点儿他!)

There's a little catch. (这里有点儿蹊跷。)

Think twice before you do it. (三思而后行。)

Easy does it. (轻拿轻放。/动作轻点儿。)

Please go easy on me. (手下留情。)

Let's not jump the gun. (别操之过急。)

Let's not go overboard. (不要做得太过火。)

Let's wait and see how things go. (我们看情况再说。)

Don't jump to conclusions! (别这么快地下结论。)

Don't be selfish. (别那么自私。)

Your work is always inconsistent. (你的工作表现总是不稳定。)

You shouldn't spend money foolishly. (你不该随便乱花钱。)

You have an attitude problem. (你的态度太恶劣了。)

Don't be so naughty. (别那么没有礼貌。)

Hold it down! (请安静!)

Hush! (嘘!(安静!))

It's too noisy. (太吵了。)

Don't make a fool of yourself. (别丢人现眼了!)

Think about where you are. (分清场合。)

Act your age. 你也不看看你多大了。

Your view is too optimistic. (你想得也太天真了。)

You should get your head out of the clouds. (你的想法太不现实了。)

Don't make such stupid mistakes again! (不要重复这种愚蠢的错误。)

Don't be stuck-up. (别那么自命不凡。)

Don't judge a book by its cover. (人不可貌相。)

Watch your tongue. (说话要留神。)

Follow the rules. (要遵守规则。)

Stop goofing off! (别偷懒!)

Do as I said! (照我说的做!)

Don't say bad things about others. (不要说别人的坏话。)

Don't go back on your word! (别食言。)

Don't take on more than you can. (做你能做的。)

Don't be rude! (别那么粗鲁!)

You're fired! (你被开除了。)

Be a man! (你得像个男子汉!)

Don't talk boastfully. (别自吹自擂。)

Please don't disappoint me. (请别让我失望。)

Don't flirt with girls! (别挑逗女孩!)

Don't flirt with boys! (别挑逗男孩!)

Don't complain and do as you are told. (别抱怨,叫你怎么做,就怎么做。)

Make it snappy! (干脆点!(赶快!))

Step on it! (麻利点!/利索点!)

●责备

Don't blame me. (别把责任推给我。)

You're to blame. (这是你的过错。)

Put yourself in my shoes. (你站在我的立场上想想。)

Aren't you ashamed of yourself? (你就不觉得害臊吗?)

I'll give him a piece of my mind. (我要教训他一顿。)

Don't involve me! (别把我卷进去。)

I told you so. (我早说过了吧。)

You knew that, didn't you? (你知道的吧?)

It is as if I had done something wrong. (好像是我做错了什么事似的。)

He chickened out at the last moment. (他在最后关头胆怯了。)

Don't take it out on me. (别冲我发火。)

Pay up! (还我钱!)

You'll pay for this. (我会找你算帐的。)

You're out of your mind! (你疯了!)

You shouldn't say things like that. (你怎么这么说?)

It's for your own good! (这可全为了你!)

Why are you picking on me? (你干吗老挑我的刺儿?)

He always finds fault with my work. (他对我的工作总是鸡蛋里挑骨头。)

●制止

Hold it! (停!)

Wait! (等等!)

Uh-uh-uh! (别动!别动!)

Don't do that! (别干那事!)

Why are you doing that? (你干吗要干那种事?)

Please line up! (请排队!)

Don't cut in line! (别夹塞儿!)

Don't push! (别推呀!)

Don't call me names! (别张口就骂人。)

Don't be a blabber mouth! (别多嘴多舌的。)

Keep it out of sight. (要做得不露痕迹。)

Stay away from me. (离我远点儿。)

No funny stuff! (不许耍花样!)

Stay out of this! (别介入那件事!)

Don't ruin it. (别给弄砸了。)

Stop fighting. (别打架!)

●警告

Freeze! (别动!)

Duck! (蹲下!)

Hands up! (举起手来!)

Don't move! (不许动!)

You listen to me! (照我说的去做!)

Get down! (趴下!)

Halt! (站住!)

Stay where you are! (呆在那儿!)

Move on! (往前走!)

On your knees! (跪下!)

Let go of me! (放手!)

Run for your lives! (快逃吧!)

Stop him! (截住他!)

Can it! (闭嘴!)

Stand back! (后退!)

Cut it out! (算了吧!)

You're under arrest. (你被逮捕了。)

Spread'em! (手脚分开。)

Heads up! (小心! (危险!))

Drop it! (放下!)

Get your hands off! (拿开你的手!)

Stay down! (趴下!)

Get lost! (快溜走吧!)

Get out of here! (滚出去。)

Back off! (闪开!)

THE END

11 内心表白

●道谢

Thank you. (谢谢!)

Thanks. (多谢!)

Thank you very much. (非常感谢!)

Much appreciated. Thank you. (真是非常感谢。)

Thanks for your kindness. (谢谢您的好意。)

I appreciate your kindness. (非常感谢你的关怀。)

I can't thank you enough. (我无法表达对您的感谢。)

I can hardly thank you enough for your kindness. (真不知如何感谢你的关心。)

You've been very helpful. (你帮我大忙了。)

Thank you for the help. (谢谢你的帮助。)

Thanks for your time. (耽误您时间, 实在对不起。)

Thanks for everything. (感谢您为我做的一切。)

Thank you anyway. (不管怎么都要谢谢您。)

How nice! (哦!那太好了。)

I owe you one. (我欠你的情。)

Thanks a lot for your present. (谢谢你送给我的礼物。)

Thanks for saying so. (您能这样说, 我非常感谢。)

Thanks for telling me. (谢谢你告诉我。)

Thanks for waiting for me. (非常感谢你等着我。)

Thanks for asking me out. (谢谢你约我出来。)

Thanks for cheering me up. (谢谢你鼓励我。)

You saved my life. (你救了我一命。)

Thanks for warning me. (谢谢你对我的忠告。)

Thanks for coming all the way over here. (谢谢你不远万里专程跑一趟。)

Thank you for your letter. It was very kind of you. (谢谢你的来信, 你对我太好了。)

●还礼

You're welcome. (不客气。)

Don't mention it. (不必客气。)

I'm glad I could help. (能帮助您, 我非常高兴。)

●道歉

I'm sorry. (对不起。)

Whoops, excuse me. (啊!对不起。)

Excuse me. (对不起, 请原谅。)

I'm awfully sorry. (真的非常抱歉。)

I'm sorry about that. (那件事真对不起。)

It's my fault. (这是我的疏忽。)

Oops. My mistake. (哎呀, 我弄错了。)

I feel bad about it. (那事我觉得很抱歉。)

I'm sorry I couldn't come. (真抱歉, 我不能来。)

I'm sorry about the other day. (前几天真是很抱歉。)

Please forgive my rudeness. (请您原谅我的失礼。)

I don't know how to apologize to you. (我不知道怎样向您道歉。)

I didn't mean that. (我并没有那个意思。)

I'm sorry to trouble you. (真对不起, 给您添麻烦了。)

I'm really sorry for troubling you. (实在对不起, 让您费心了。)

I'm sorry to have kept you waiting. (抱歉, 让您久等了。)

I wish I could... (我希望……可是……)

●对道歉的回答

That's all right. (没事儿。/别放在心里!)

Please be more careful next time. (下次要多加小心。)

●关心对方

Let me get your coat for you. (我帮您收大衣吧。)

Make yourself at home. (别拘束, 像在自己家一样吧。)

Excuse me. (很抱歉……)

Do you have a minute? (现在您有空吗?)

Can I talk to you for a minute? (我能跟您说几句话吗?)

After you. (您先请。)

Can I give you a hand? (我帮您一把吧!)

Excuse me. (对不起, 我过一下。)

I'll accept your offer. (我接受你的建议。/就照你说的。)

Sorry to interrupt you. (对不起, 打断一下。)

Sorry for the short notice. (真抱歉, 这么突然。)

●表扬

Great! (太棒了!)

John is incredible! (约翰你真够出色的!)

Good job! (真不错!)

Way to go! (干得真好!)

Well done, son! (儿子, 你真棒!)

Congratulations! (恭喜了!)

You were great! (你真了不起!)

Good for you. (恭喜你。/干得不错。/真是件好事。)

Good boy. (真是好孩子。)

What a nice dress! (多漂亮的裙子呀!)

I like your shirt. (我真喜欢你的衬衫。)

That's a great tie. (你的领带真漂亮。)

You have a nice car. (你有辆好车呀!)

Where did you buy it? (在哪儿买的?)

I bought it at the K store. (是在K店买的。)

It was on sale. (在特别降价的时候。)

You look nice. (你看上去真好/真帅。)

It looks nice on you. (对你正合适。)

All the credit goes to you. (这得归功于您呀!)

Brilliant! (非常出色!)

What a man! (真是男子汉!)

Wow, you're on a winning streak. (真不愧是你, 干得好!)

You have a cute son. (你的儿子真可爱。)

You look young for your age. (您看上去很年轻。)

I appreciate your effort very much. (我非常感谢您为此所做出的努力。)

I envy you. (真羡慕你。)

He thinks highly of you. (他对你的评价很高。)

I need a boss I can look up to. (我需要一个值得我尊敬的老板。)

He's got guts. (他真有勇气。)

THE END

第三章 促进相互理解的短句

12 商 谈

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