

成考日常交际常用对话

1、日常交际

场合	问	答
见面打招呼	Hi	Hi/ Hello
	Good morning!	Good morning!
告别	Good bye! /Bye!	Good bye!
	See you (tomorrow)!	See you
表示感谢	Thank you (very much)! It's so kind of you! That's very kind of you.	You are welcome! (It's) my pleasure! Never mind.
表示歉意	Sorry/Pardon .I'm sorry. I'm sorry for/about....	That's all right.It doesn't matter.That's nothing.
打扰别人 / 引起别人的注意力	Excuse me!	Yes? (Do you need any help? /what can I do for you ?)

2、邀请、约会

类型	问	答
询问意愿	Are you/Will you be free...? Shall we meet at 4:30 at...? Would you like to join me/us?	肯定: Yes, sure. Yes, that's all right./I'd love to. Yes, I'll be free then.See you then. 否定: No, I won't be free then. But I'll be free....
邀请	Will you come to...? Would you like to...? I'd like to invite you to....	肯定: Yes, I'd love to (...). Yes, it's very kind/nice of you. Yes, sure 否定: I'd love to, but.... Thank you. I'm afraid...
发出邀请 —— 询问对方是否有空	Are you doing anything special tonight?	拒绝 (有安排): Yes, I'm not free. I have to... 接受 (无安排): No, nothing special.
确认见面地点 / 时间 / 交通方式	Where shall we meet? When shall we meet? How can I get there?	Let's meet at... (地点) How about... (时间)? You can take the bus/subway..

3、问路

类型	问	答
问路 —— 怎么去	Excuse me.How can I get to...? Excuse me.Can you tell me the way to...?	肯定: Yes, sure. 否定: I'm sorry. I'm afraid I don't know .
问路 —— 交通方式	How can I get there?	You can go there by bus/subway/bike/on foot...
问路 —— 坐哪一路车	Which bus should I take?	You can take bus No..../the No....bus.
问路 —— 多远?	How far is it from here? How long will it take?	It's about...minutes' walk/drive.It will take you about...minutes by bus/subway.

4、购物

类型	问	答
购物 —— 询问码数	Which size do you need?	I need size.../Could I try size...?
购物 —— 询问试穿	Can I try it?	Sure.
购物 —— 询问价格	How much is it? How much should I pay?	
购物 —— 询问其他尺寸、颜色	Do you have any other kind/size/colour?	Yes, we have.../ Sorry, this is the only kind/size/colour we have.
购物 —— 购买愿望	That's fine. I'll take it.	Great

5、酒店 / 公司前台接待

类型	问	答
主动询问需求	Can/Could/Shall/May I help you? Is there anything(else) I can do for you? What can I do for you? May I help you ?	Yes, ... Can you tell me where the meeting room is?
确认预订信息	Do you have a reservation?	Yes, I do. My name is.../No, I don't. Do you have any rooms left?

6、提供餐饮 / 服务等

类型	问	答
询问是否需要餐饮等	Would you like some...? What would you like (to have)? Would you like something to eat/drink?	肯定: Yes, I'd like Just water/coffee, thank you. 都不满意, 询问是否有其他的: Do you have any tea/juice...? 否定: No, (I am fine) thank you.

7、电话

类型	问	答
电话接通 —— 介绍自己	Hello.This is...speaking.	Hello, ...! How are you?
电话接通 —— 询问对方	Who is that speaking? Who's speaking there? May I speak to ...?	This is... (speaking) . Hold on, please. I'll get him/her. I'm afraid he/she is not here right now.
留口信	Should I leave a message...?	肯定: Yes, please. Could you tell him/her that...? 否定: No, thank you. I'll call back later.