

English at Work

第 57 集: 观景房

预定会场时可使用的语言



Narrator: 大家好！欢迎再次收听《白领英语》。最近 Tip Top 贸易公司员工们手上的活儿都很多，不过已经忙得焦头烂额的 Anna 刚听说自己需要为新研发的塑料茄子举办一个产品发布会。这个产品发布会要在周末举办，可是到现在连场地都还没定。看样子 Anna 得需要大伙儿好好帮帮她！

(In Paul's office)

Paul: So Anna, I'm sorry Tom didn't tell you but do you think you can turn something round by Friday?

Anna: I'll try, but what do I need to do?

Paul: Oh not much, book a room somewhere, send out some invites... arrange some food... and drink... that sort of thing.

Anna: That's all?!

Paul: You can do it - you're great at this kind of thing. And get the team to help.

Anna: Well, I'll give it a go. See you later.

Paul: Thanks Anna. *(Calling out)* Oh, and don't forget to order some of those posh Belgian chocolate biscuits, they always go down well.

(Door shuts)

Narrator: 哎呀呀 Anna, 看样子你的任务很艰巨。不过就像 Paul 所说，你肯定能做好的，没问题！

Anna: Thanks.

Tom: Are you OK Anna? You look a bit worried.

Anna: I am. You forgot to tell me about the product launch on Friday and now Paul wants me to organise it.

Tom: Did I? Oh sorry. Look, if I can help in any way just let me know.

Anna: Well, you could book a venue for the launch.

Tom: Ahh, yeah... just remembered I've got some Imperial Lemons I need to send out. Maybe later, yeah?

Anna: *(Sighs)* How am I going to find a venue for the launch at such short notice?

Narrator: 别着急。你可以先问问别人有没有好的场地给你推荐，要么你上网搜索一下，再不然看看黄页电话簿里收录的场地有没有适合的，可以打几个电话问问。你可以问 “**Could I check the availability for your venue please?** 请问你们的场地预定情况怎么样？”；然后再问 “**What business facilities do you have?** 你们的场地提供哪些设备？”还有 “**How many people can the room or venue hold?** 你们的场地能容纳多少人？”。你还可以问 “**Can you provide hospitality?** 你们能提供餐饮酒水服务吗？”最后，别忘了问 “**How much does it cost?** 租这样一个场地得多少钱？”

Anna: Thanks, there's a lot to ask. *(To Denise)* Hi Denise, I've got to book a venue for our plastic aubergine launch. Have you any ideas?

Denise: Well, my friend Marge works for a hotel company that has conference facilities. You could give her a call. Here's her number.

Anna: Oh thanks Denise. Let's give it a try... 0-2-0-7-5-6-9-2.

Marge: Hello, the Pitz Hotel. Margery speaking.

Anna: Oh hi, this is Anna from Tip Top Trading, I'm a friend of Denise's.

Marge: Oh hi Anna. I've heard all about you. What are you ringing for?

Anna: I need to check availability for your venue for a product launch we're doing.

Marge: Right! Well, I'm sure I can help. We do have a conference room. When is it for?

Anna: This Friday.

Marge: Friday! This Friday? Well... that's a bit tricky: the room is being decorated at the moment.

Anna: Oh.

Marge: But we do have a smaller room that you could use – it's got a lovely view of the car park.

Anna: I see... and how many people does it hold?

Marge: You could easily squeeze in about 20 people.

Anna: 20 people. I guess it will have to do. Do you have any business facilities – somewhere to plug in the laptop, projector, wi-fi, that sort of thing?

Marge: Oh yes, yes, we're very hi-tech. We even have a fax machine!

Anna: And can you provide hospitality too?

Marge: Of course! We do a 'business platter' consisting of orange juice, wine, canapés – that really means cheese and pineapple on sticks.

- Anna:** I wonder, can you also provide Belgian chocolate biscuits?
- Marge:** I'm sure we can.
- Anna:** That's great. And most importantly, how much does it cost?
- Marge:** Well, to book the room for 2 hours usually costs £1,000. The hospitality is extra but as you're a friend of Denise, I'll throw it in for nothing.
- Anna:** You'll throw the food and drink in?! Won't that get messy?
- Marge:** No - I mean we'll provide it for free. Just don't tell anyone, otherwise everyone will expect it!
- Anna:** Well, that's fantastic Marge. Thanks. If you can send us an invoice, we'll sort payment out as soon as possible.
- Marge:** Bye Anna, and tell Denise I'll see her for our Zumba class tomorrow.
- Narrator:** Anna 又一次转危为安，新产品塑料茄子发布会将如期举行。如果你需要为商务会议或产品发布找场地的话，下面的这些表达你应该会用的上：
- Could I check availability for your venue please?*
What business facilities do you have?
How many people can the room or venue hold?
Can you provide hospitality?
How much does it cost?
- Denise:** So Anna, was Marge any help?
- Anna:** Yes. She found me a room and gave me a good deal. We just need to invite our clients now.
- Denise:** I can do that. I think it's best if I call them - there's no time to post out invitations.
- Anna:** Good idea.
- Denise:** But I just need to give Marge a call first, just to check a few things.
- Tom:** Typical Denise. Nothing's more urgent than talking to Marge!
- Narrator:** Tom 可真能说呀！不过看来想要搞定什么事情，找 Anna 肯定没错儿。下集节目我们接着看 Anna 还有什么其它本领。再见！

Listening Challenge: 听力挑战:

Marge 给 Anna 推荐的房间能观什么景？
 (答案：停车场)

