

Organizing a Holiday Roster 安排值班 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/150/2021_2022_Organizing_c85_150476.htm Key Sentences (重点句子) 686.

What are you busy doing? 你在忙什么? 687. I've been asked to draw up the holiday roster this year and, as far as possible, I'd like to please everybody. 上司要求我安排出今年的休假日程表，并且要求尽可能让每个人都满意。

688. I'm thinking of going to my brother's. 我准备去我兄弟那儿休假。

689. Then, give me a couple of dates. 那么，告诉我一下你的休假日期吧。

690. I can't promise anything, but I'll do my best. 我不能保证什么，但我会尽力。

691. I'd like to spend my three-week holidays either in May or October so that I can get a cheap holiday. 我想在五月或十月份度过这三周假期，这样可以少花钱。

692. I wish everybody was like you. 我希望每一个人都能像你这样。

693. Why can't we go when we want? 为什么我们不能想何时走就何时走呢?

694. Someone has to keep the firm going and there must be always be someone on duty who is capable of standing in for the person who is away. 公司需要继续运作，就必须要有有人顶替休假者的工作。

695. I suppose it helps if we're all trained to do more than one job. 我想如果我们都学会做不止一项工作，事情就好办多了。

696. Will I clash with Mary if I go off at the beginning of July? 如果我七月初离开，会和玛丽发生冲突吗?

697. You'd better give me two alternatives just in case. 你最好给我两个选择的时间余地，以防万一。

Dialogue A (A: Mr. Hubert, a clerk of the company; B: Miss Janet, the secretary) A: Hi, Miss Janet

, what are you busy doing? B: I've been asked to draw up the holiday roster this year and, as far as possible, I'd like to please everybody. What about you? Where are you going for your holidays this year? A: I'm thinking of going to my brothers. He lives by the sea, a summer Mecca. B: How nice! Then, give me a couple of dates. I can't promise anything, but I'll do my best. A: Let me see. I'd like to spend my three-week holidays either in May or October so that I can get a cheap holiday. B: I wish everybody was like you. But lots of people want to go away in July or August. A: Why can't we go when we want? B: You know, someone has to keep the firm going and there must always be someone on duty who is capable of standing in for the person who is away. For example, you should not be away at the same time as Mary because you're the only one who knows how to do Mr. Wilson's work. A: I suppose it helps if we're all trained to do more than one job. B: Of course, it does. A: Will I clash with Mary if I go off at the beginning of July? B: You probably will. You'd better give me two alternatives just in case. A: Can you put me down for either the end of August or the beginning of October? B: OK.

Notes 注释 1.as far as possible 尽可能地 I will take part in your activity as far as possible. 我尽可能地来参加你们的活动 类似表达法: as soon/quickly as possible 如: This should be done as soon/quickly as possible. 这种事应当尽快地去解决。 2.a cheap holiday 花钱不多的假期 3.a summer Mecca 暑期度假胜地 4.You'd better give me two alternatives just in case. in case 的意思作“万一,以防”讲,此处为省略句。相当于in case I can't arrange one time. 如:

In case I forgets , please remind me of my promise. 万一我忘记了
，请提醒我所许下的诺言。 5.holiday roster 假期值班表 另外
，秘书还要制定其他表格： calendars schedules 日程表 Yearly
calendar年度计划书 Monthly calendar月报表 Weekly calendar 周
报表 Itinerary 旅程安排表 Words and Expressions roster/r ust / n.
登记表 Mecca/mek / n. 渴望去的地方；向往的目标 100Test 下
载频道开通，各类考试题目直接下载。详细请访问
www.100test.com