

外企生存必备：遇到特殊情况怎么办实用英语 PDF转换可能丢失图片或格式，建议阅读原文

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碰到一些特殊情况，诸如上班迟到，工作出错以及有事需要请假。在外企上班的你如何从容轻松地面对这些问题？希望以下的对话和实用句型能够对你有所帮助。 Late for Work 上班迟到

Do you feel guilty if you are late for work? One in ten

workers said that they arrive late to work at least once a week and

about 24% said they arrive late at least once a month. 情景对话1：

珍妮迟到了，她不得不向她的主管马林做解释。 Jane: Sorry,

Ma Lin, Im late. 对不起，马林，我迟到了。 Ma Lin: Jane, thats

the second time this week, isnt it? 珍妮，这是本星期的第二次了

，是吧？ Jane: Yes. My bus was late again. 是的，公共汽车又来

迟了。 Ma Lin: Is it possible for you to take an earlier bus? 你能搭乘

一班早一些的公汽吗？ Jane: I think so. Im going to do that

tomorrow. 我想是可以的，我打算明天就这么办。 Ma Lin:

Perhaps we can change your working hours a bit if you wish. 如果你

愿意，也许我们可以改一下你得工作时间。 Jane: No, thanks. I

can manage. 不用了，谢谢。我能设法应付的。 Ma Lin: All

right. If theres anything I can do for you, please dont hesitate to let

me know. 好的，如果有件事我能为你做，请尽管告诉我。

Jane: Thats very kind of you. Ma Lin. 你太好了，马林。 Notes：

向别人表示歉意时，首先要承认自己做错了事，或做出了不礼貌的行为，并且通常要说明原因，表示遗憾。最简单的道歉方式是说Im sorry。但这往往不够，还需要对你所做的错事

做出解释之后，做出改正和改进的许诺，表示不会让错误再次发生。如果你真的做错了事，给对方造成伤害或带来不利的影响，这时做无谓的解释，只能欲盖弥彰，效果相反。

情景对话 2：王萍和客户汤姆约好时间见面，但因事迟到，她表示歉意。 Wang Ping: Im sorry to have kept you waiting so long. 真抱歉让您久等了。 Tom: Thats OK. What made you so late? 没关系，你怎么来这么晚？ Wang Ping: I was tied up with some urgent business. 有急事脱不开身。 Tom: I see. 我明白了。

Wang Ping: Youve visited some places of interest in Beijing during the last few days, havent you? 您已经参观了北京的许多名胜古迹，对吗？ Tom: Yes, weve visited many places such as the Imperial Palace, the Temple of Heaven and the Great Wall. Well, during my visit to Xian, I suddenly got an idea that we should build a synthetic fiber works there. It will be a joint venture. 是的。参观了许多地方，比如说故宫、天坛和长城。对了，在西安参观时，我突然产生了一个想法：我们应该在那里开办一家合资性质的合成纤维厂。 Wang Ping: Thats a great idea. Well surely try our best to cooperate with you. We have many favorable conditions to run a joint wenture there. You can get full support from the local government there. 那太好了。我们一定尽全力与贵方合作。我们有许多有利条件。贵方可以得到当地政府方面的全力支持。 Tom: That sounds really attracting. And what about the details? 听起来确实很有吸引力。那么，有哪些细节？ Wang Ping: If it is convenient for you, we can go and visit the local government for those details. 如果你有时间，我们可以去拜访一下当地的政府，了解一下细节。 Tom: All right. Lets make it 9 oclock tomorrow

morning. 好的，就定在明天早上九点钟吧。 Notes: 常用表达道歉与接受道歉的表达方式：致歉 Sorry. Im really / awfully / terribly sorry. I cannot tell you how sorry I am. Please forgive me. I dont mean that. Please forgive my carelessness. Please excuse me. I have to run. 接受道歉 Thats okey. Its nothing. It doesnt matter at all. Never mind. Dont worry about that. Just forget it. 常用句型：Im really sorry to be late again. Im awfully sorry. I didnt realize. It was wrong of me. I hope you will excuse me. I apologize for that. ...but Im afraid Ill have to put off the meeting. 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](http://www.100test.com)