

双语office：年终岁末职场送礼全攻略实用英语 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/645/2021_2022__E5_8F_8C_E8_AF_ADoffi_c96_645486.htm Be careful when playing Santa at the office. Giving certain gifts could get you in trouble。

扮圣诞老人在办公室里大派礼物可要当心。送礼不当可能会惹祸上身。

来源：www.100test.com A Victoria ' s Secret gift card for the cute gal who works in the neighboring cubicle? Not appropriate. A dictionary for the new co-worker whose misspellings on email you ' ve had to correct? It probably won ' t be appreciated。例如给临桌的可爱女孩送张Victoria ' s Secret性感内衣的代金卡？这可不合适。或者给在电子邮件中常犯拼写错误，弄得你要帮他纠正的新同事送本字典？这或许也不会让对方心生感激。

Here are some guidelines for appropriate gift giving in the workplace 下面提供了一些工作场合适宜的送礼建议：送上司：

Generally, it ' s not appropriate to give your boss a gift. It can come with mixed messages. People worry that it seems like you are trying to buy favoritism。一般来讲，给上司送礼物是不合适的。这样做可能会产生副作用。人们担心这看上去好像你在讨好上司。

www. Examda.CoM 考试就到百考试题 Instead, see if co-workers would like to contribute to a gift for the boss from the whole office. If you ' re charged with buying the gift, stick with office-related items or something that fits with the subject of your company ' s work. Or, if your boss has a hobby or interest, such as golf, consider a gift that plays to that。相反，看看同事是否愿意凑钱、以整个办公室的名义给上司送个礼物。如果你负责买

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礼物，要买与办公有关的用品，或是符合公司工作内容的礼物。如果你的上司有什么兴趣或爱好的话，比如打高尔夫球，你还可以考虑买相应的物品作为礼物。www.Examda.CoM

考试就到百考试题 送同事：You and co-workers also can chip in to get small gifts for people working under you, like the receptionist or mailroom staff。你和同事还可以凑钱给级别比你们低的同事买点小礼物，比如前台或收发室的人。If you're exchanging gifts with co-workers, it's best to buy something simple for everyone in your team or group. Keep individual gift giving outside the office。如果你要和同事互换礼物，最好是买些对你们小组或团队中每个人都适用的简单礼物。不要在办公室里单独送礼物。For the boss as well as co-workers, avoid items that are too personal--say, perfume, scented bath products, jewelry, lingerie or other clothing. Also steer away from alcohol and tobacco products。来源：www.100test.com 无论是对上司还是同事，都要避免送过于私人性的礼物，比如香水、带香味的沐浴产品、珠宝、内衣或其他衣服。此外，还要避免送烟酒。

采集者退散 Gag gifts can cause problems as well. "Not everyone translates humor the way you might" and you risk offending someone, says Jacqueline Whitmore, author of "Business Class: Etiquette Essentials for Success at Work." Cash is a no-no as are gifts that are too expensive. "You're going to look like you are just trying to win favor," she says。带有恶作剧性质的礼物也可能会带来问题。《老板不说，但你要做到的事》一书的作者杰奎琳惠特摩尔说，并非每个人都会以你那样的方式欣赏幽默，你可能会冒犯什么人。现金或是过于贵重的礼物都是禁忌。因为这

些让你看起来好像是在努力赢得好感。 You don ' t have to reciprocate if a co-worker gives you a gift. 百考试题 - 全国最大教育类网站(100test.com) 如果同事送礼物给你，你不一定要回赠。 送客户： It ' s your call whether to buy gifts for clients, vendors or people you have a professional relationship with outside the office。 是否要给客户、供应商或办公室以外和你有业务关系的人买礼物，这就要你自己拿主意了。 来源

: www.100test.com If your office sends out gifts to clients and vendors, there ' s no need to do something on top of that. Write a nice card if you feel like that person really made your year。 如果你们办公室给客户或供应商送了礼物，你就没有必要再额外送了。如果你觉得对方在这一年里真是你的贵人，那么就送张精美的卡片。 If you decide to buy gifts for clients or vendors, make sure their company guidelines allow them to accept gifts. You also should check your company ' s gift-giving guidelines, especially if you plan to use company funds to purchase presents。 采集者退散 如果你决定给客户或供应商买礼物，要确保他们的公司行为守则允许他们接受礼物。你还应该查看自己公司的送礼规定，特别是如果你打算用公司的钱买礼物的话。 If you attend a holiday party with colleagues in someone ' s home, make sure you bring a hostess gift. While wine is usually a popular hostess gift, it may not always be appropriate if it ' s a work event. A nice box of chocolates or a poinsettia plant are good options。 如果你和同事到别人家里开节日派对，一定要给女主人带一份礼物。尽管葡萄酒通常是非常受欢迎的礼物，但如果是与工作相关的活动，就并不一定合适了。这时一盒上好的巧克力或者一株一

品红都是不错的选择。100Test 下载频道开通，各类考试题目
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