

19天听力常见语句背诵表

Day 1

1. People are applauding the players. 人们正在为演奏者鼓掌。
2. The lawns are being watered. 草地正在被浇水。
3. The man is putting on his glasses. 这个男人正在戴眼镜。
4. She is carrying two buckets. 她提着两个桶。
5. She is digging in the ground. 她正在挖地。
6. They are moving in opposite directions. 他们正在向相反的方向走。
7. The men are mowing lawns. 男人们正在割草。
8. He is playing a musical instrument on stage. 他正在台上演奏乐器。
9. The road is being paved. 道路正在被铺。
10. The woman is paying for an item. 这个女人正在给商品付款。
11. The pharmacist is handing some medicine to the patient. 药剂师正在给患者药。
12. Trees are being planted. 树木正在被栽种。
13. They're playing on a swing in the playground. 他们正在操场上荡秋千。
14. A woman is pointing at something on a drawing. 一个女人正在指着画上的什么东西
15. A man is taking a picture. 一个男人正在照相。
16. A waiter is pouring water into cups. 一个服务生正在往杯子里倒水
17. He is putting on a laboratory coat. 他正在穿实验室服
18. They are taking off their uniforms. 他们正在脱他们的制服
19. The man is reaching for his wallet. 这个男人正在掏钱包
20. The ladder is being repaired. 梯子正在被修理
21. He is working on the roof. 他正在屋顶上干活
22. She is handing the scheduler to her friend. 她正在把日程安排给她的朋友
23. A woman is shopping around in the supermarket. 一个女人正在超市买东西
24. They are strolling arm in arm. 他们正在挽着臂散步
25. A microscope has been placed symmetrically. 一个显微镜被整齐地放置着
26. The horse is walking along the edge of the water. 这匹马正在沿着水边走

Day 2

1. They are seated across from each other. 他们面对面地坐着
2. The man is standing next to the arm chair. 这个男人正站在扶手椅边上
3. The place is crowded with spectators. 这个地方挤满了观众
4. The papers have been stacked up next to the copier. 纸已经被堆在复印机边上
5. The bed needs to be made. 床需要铺一下
6. The table is placed between the sofa and the lamp. 桌子被放在沙发和台灯中间

7. There is a flower vase next to the stairway. 楼梯的旁边有一个花瓶
8. The women have their legs crossed. 这些女人交叉着双腿
9. They are seated in a circle. 他们围坐成一圈
10. The cars are all parked in a line. 汽车停成一排
11. The boxes are lined up in a row. 箱子排成一排
12. The road splits in two directions. 这条路分叉成两个方向
13. The man is leaning against the fence. 这个男人靠着栅栏/篱笆
14. The lawn has been neatly mowed. 草地被修剪的很平整
15. He is standing at the newsstand. 他站在报刊亭
16. The vehicles are parked next to each other. 车一辆挨着一辆地停放着
17. Garden furniture is set up outdoors. 花园家具被放在外面
18. The shelves are packed with packages. 架子被包装盒包着
19. Two men are watching at the parade. 两个男人正在看阅兵游行
20. Labels have been attached to some of the parts. 标签已经被贴在一些部件上
21. The tables are partially shaded. 桌子被遮住了一部分
22. There are no pedestrians on the side walk. 人行道上没有行人
23. Fallen leaves have been piled up near the trees. 落叶堆在树边
24. One of the doors has been left open. 其中一个门开着
25. The floor has been polished to a shine. 地板被擦得发亮
26. She is looking at her face reflected in the mirror. 她看着镜子中反射出的自己的脸

Day 3

1. The woman is resting her chin on her hand. 这个女人用手托着下巴
2. The files are scattered around the office. 文件散落在办公室
3. The men are all wearing short-sleeved shirts. 男人们都穿着短袖衬衫
4. The chairs are being painted. 椅子正在被涂漆
5. They are all lined up side by side. 她们并肩站成一排
6. The boxes are stacked up by the sink. 箱子堆在污水槽旁边
7. The woman is sitting near the men. 这个女人正坐在那个男人旁边
8. All the equipment has been removed from the site. 所以设备已经被移出了现场
9. There are skyscrapers on the other side of the river. 河的另一边有摩天大楼
10. The boxes are stacked on top of one another. 箱子被一层一层摞着
11. Potted plants have been set out on the stairs. 盆栽植物被放在楼梯上
12. They are standing in line at the front desk of the hotel. 他们在酒店的总服务台前站成一排
13. The shelves have been stocked with products. 架子上存放着物品
14. The building is only one story high. 这个建筑只有1层

15. There are buildings of various heights. 这里有各种高度的建筑
16. We hope we can accommodate your request. 我们希望我们可以接受你的要求
17. Please do not sit in the aisle. 请不要坐在走廊里。
18. A strict dress code applies. 实施严格的着装规范
19. The new rule is effected to all employees. 新的规定适用于所有员工
20. The public phones are unoccupied. 公用电话没有被使用
21. Store all emergency items in a safe place. 把所有紧急物资储藏在一个安全的地方
22. In the event of a fire please gather in the car park. 在遇到火灾的情况下，请聚集到停车场
23. Notices have been posted on the memo board. 通知被粘在了留言板上
24. Please, clean the premises after use. 使用完场地后请打扫干净
25. The management would like to remind everyone of the company's internet policy. 管理人员将告诉所有人公司的网络政策。

Day 4

1. His greatest achievement was completing the report. 他最大的成就是完成了这个报告
2. Please do not alter the report. 请不要改动这个报告
3. I am not done with the annual report yet. 我还没完成年度报告
4. The budget proposal for next quarter is due on Wednesday. 下个季度预算计划书的最后期限是星期三
5. I have to revise my first draft today. 我今天必须要修订我的第一个草案
6. Turn your expense report in before the end of the year. 年底之前上交你的花销报告
7. An extension is needed if he wanted to meet the deadline. 如果他想赶上最后的期限的话，必须要延期
8. Put the flyer on my desk. 把传单放在我的桌子上
9. Going over those documents will take some time. 浏览这些文件需要一些时间
10. Let's have a look at that report. 让我们来看一下那份报告
11. Can you look through this for me? 你能帮我浏览一下这个吗
12. Can you help me with this cost proposal? 你能帮我做一下这个费用计划书吗
13. Where is my copy of the new annual report? 我的那份新的年报在哪里
14. Can you review this report for me please? 能请你帮我审查一下这份报告吗
15. Could you also send the copy to the sales department? 你能再把这份复印本送去销售部门吗
16. Which chart shows the monthly sales figures for this past fiscal year? 哪一张表是这个会计年度的月销售数据
17. Aren't you familiar with the sales forecast report? 你不熟悉这份预计销售报告吗
18. The schedule charts are being distributed to the employees. 日程表正在被分发给员工

工

19. He is sorting through some papers. 他正在给文件分类
20. Did you submit the spreadsheet by the due date? 你如期提交数据报表了吗?
21. Can you proofread these briefs for me by the end of next month? 你能在下个月之前帮我校对一下这些摘要吗?
22. How did your translation work go? 你的翻译工作怎么样了
23. I am really sorry for making a typo. 非常抱歉出现了打印错误

Day 5

1. What time does the airport shuttle depart? 机场穿梭巴士几点出发
2. Please use the alternative route. 请走另外一条路
3. I anticipate the drive will take no more than three hours. 我预期车程不会超过3个小时
4. The subway is filled with passengers. 地铁里挤满了乘客
5. If you park here, your car will be towed away. 如果你在这里停车, 车将会被拖走
6. How do I get to the subway station? 我怎么去地铁站
7. I want to give Mary a ride to the library. 我想搭载玛丽去图书馆
8. Due to heavy traffic, I will be delayed by an hour. 由于交通拥堵, 我会晚到一个小时
9. The car accident was due to her negligence. 交通事故是由于她的疏忽大意
10. The passengers are being shown to their seats. 乘客们正在被带往他们的座位
11. Is there a place to park my car near the platform? 平台附近有停车的地方吗
12. A woman is using a public phone. 一个女人正在使用公共电话
13. The traffic is jammed due to road work. 交通出现拥堵是由于道路施工
14. Do you know the shortcut to the airport? 你知道去机场的近路吗
15. There are no spaces left in the parking lot. 停车场没有车位了
16. The speed limit on this road is 70 mph. 这条路的限速是70公里/小时
17. The bus has stopped by for passengers to board. 公共汽车停下让乘客上下车
18. Take a right on the 1st Street, and follow that all the way down to the stadium. 在第一条大街右转, 然后一直走到体育场。
19. Do you know where the accident took place? 你知道事故是在哪里发生的吗?
20. More people should use the public transportations. 更多的人应该使用公共交通工具。
21. There'll be a lot of traffic jam in the city, won't there? 城市里会有很多交通堵塞, 不是吗
22. The traffic light is about to change. 交通信号灯要变了
23. If you have to work late, then I will stop by your office to pick you up. 如果你要工作到很晚, 我会顺便去你的办公室接你

Day 6

1. The copy machine will be out of order until Friday. 复印机到星期五才能用
2. The device should be plugged into a reliable power source. 这个装备应该被插入可靠的电源
3. Purchasing a new machine is beyond our budget. 买一个新机器超出了我们的预算
4. The machine was missing a key component. 这个机器丢失了一个重要零件
5. The product was damaged during delivery. 产品在运送中被损坏了
6. The product was defective. 这个产品不合格
7. The old car was no longer efficient. 这辆旧汽车不能用了
8. There is an error in this program. 这个程序中有一个错误
9. The new car had an obvious fault. 这辆新车有一个明显的缺陷
10. My computer freezes so often that I can't work efficiently. 我的电脑经常死机，所以我不能很高效地工作
11. My car is in the garage having the oil changed. 我的汽车正在修理厂里换机油
12. Don't leave the heater on when you leave the house. 不要开关暖气离开房子
13. You need to install the right software. 你需要安装正确的软件
14. The machine keeps jamming papers all day long. 这个机器一整天都在不停地卡纸
15. They are using lawnmowers. 他们正在使用割草机
16. Are you still on line? 你还在线上吗
17. The press wasn't operating. 打印机不工作了
18. The boat is out of service and is being repaired. 船坏了，正在被修理
19. An overhead projector has been set up on the table. 桌子上安装了一个高射投影仪
20. The workers are replacing the windows. 工人们正在更换窗户
21. Do you know if there are some ink cartridges left in the supply cabinet? 你知道储物柜里还有墨盒吗
22. The copier is turned off. 复印机关了
23. The computer files need to be updated. 电脑数据需要更新

Day 7

1. Customers have the right to ask for one's money back. 顾客有权要求退款
2. The computer was only available in white. 这款电脑只有白色的有货
3. He could not find a bargain. 他没能找到便宜的商品
4. He is not satisfied with their service. 他对他们的服务不满意
5. If we don't hurry the tickets will be sold out. 如果我们不快一点，票就卖完了
6. Do you think we need a shopping cart? 你认为我们一辆购物车吗
7. Can we send you a catalogue? 我们可以给您寄一份产品目录吗
8. They just opened a new chain store downtown. 他们刚刚在市区开了一家新的连锁

店

9. Here's your change, sir. 先生，这是找您的钱
10. They might charge you some for being late. 他们也许会因为你的迟到索赔
11. All proceeds from today's event will go to a charity. 今天活动的全部收益将会捐献给慈善机构
12. There are many styles to choose from. 这里可选的样式有很多
13. The consumer is always right. 消费者永远是对的
14. The shirt was a good fit. 这件衬衫很合适
15. If you purchase our product during this week, we will offer free delivery. 如果你在这个星期购买我们的产品，我们将提供免费送货
16. Go to the grocery store and buy some milk. 去食品店买一些牛奶
17. This product comes with a full five-year guarantee. 这个产品有5年的保修期
18. Check out our list of new products. 确认一下我们新产品的清单
19. Log on to our website when you feel the time is right. 方便时请登录我们的网站
20. It is good to look around before you buy. 你买之前最好先逛逛
21. Do you know what to look for? 你知道买什么吗？
22. Those shoes are already marked down. 那些鞋已经降价了
23. When is it going to be on sale? 什么时候打折
24. You can buy this item only at BBC outlet in California. 这件商品只能在加利福尼亚的BBC商店买到

Day 8

1. You've got to pay me more because these books are overdue. 因为这些书过期了，你要多支付一些钱
2. Can I pay by credit card or do I have to pay in cash? 我可以用信用卡支付吗？还是必须支付现金
3. He quoted you a price of \$500 without tax. 他不含税报价500美元
4. You can pick one of the cards in the rack. 你可以在架子上的卡中任选一张
5. Where can I pick up an iPod3 player for a reasonable price? 我在哪里可以买到合理价格的ipod3音乐播放器
6. Can I have a 20% reduction? 我可以享受20%的优惠吗
7. The customers need their receipts to refund their items. 顾客要退货需要收据
8. Have you heard about the refund guarantee? 你听说退货担保了吗
9. I need to reissue the bill. 我需要重新开清单
10. Who do I speak to about the return policy? 我对谁说有关退货规定的事情
11. He is reaching for some items on the top of the shelf. 他正在够架子顶端的一些商品
12. We went to the shopping mall not far from here to shop for groceries. 我们去了不远的超市买食品

13. Here are some striped ones. 这里有一些有条纹的
14. Would you please hold my stuff? 可以帮我看管一下我的东西吗?
15. How long did you subscribe to the newspaper? 你订阅这份报纸多久了?
16. This tie does not go with my suit. 这条领带和我的西装不搭。
17. Does the price include tax? 这个价格含税吗
18. Please read this ticketing policy carefully before you buy the tickets on the internet.
在你从网上买票之前仔细阅读这个购票规定。
19. What is the trend these days? 最近流行什么
20. They said they were going to try this on. 他们说要试试这个
21. Some fruit is being weighed on a scale. 一些水果正在被称重量
22. How much is a yearly subscription? 订阅一年要多少钱

Day 9

1. They added more help to the sales department. 他们给予了销售部门更多的帮助
2. She was the first female applicant. 她是第一位女性申请者
3. Please return a completed application form if you are interested in the job. 如果你对这份工作感兴趣, 请提交一份填好的表格
4. You should apply for the job at that consulting firm Jenny was talking about. 你应该申请珍妮说的那家咨询公司的工作
5. We're planning to appoint David to the position of vice president. 我们计划任命大卫做副总裁
6. My boss is fluent in both Vietnamese and French. 我的老板的越南语和法语都很流利。
7. She is well qualified for the government service. 她非常适合公务员工作
8. Their hope was to be transferred overseas. 他们那时希望移民海外
9. He did not want to work in a branch office. 他以前不想在分公司工作
10. Sarah deserves a promotion. 萨拉应该被升职
11. Tom will be designated to head the project. 汤姆将被任命为这个项目的主管
12. Jack was unhappy with his poor evaluation. 杰克对于他得到的很差的评估很不高兴
13. This job requires at least 2 years of working experience. 这个工作要求至少2年的工作经验
14. Stress was a big factor in her resignation. 压力是她辞职的一个很大的因素
15. We need to get approval before we proceed. 我们开始之前需要得到批准
16. If you do not hand the assignment in on time you will receive a lower grade. 如果你不按时交作业就会得低分
17. Do you want to have an interview with our director? 你想和我们的主管进行面试吗?
18. Jane will be the new head of the marketing department. 简是市场部门的新主管

19. They need to hire more temporary staff. 他们需要雇佣更多的临时员工
20. They say he will be the human resources manager. 他们说他将作为人力资源部经理
21. Ms. Smith hoped to implement a new hiring policy. 史密斯小姐想执行一个新的招聘政策

Day 10

1. You need to improve your work efficiency if you want a promotion. 如果你想得到晋升的话, 需要提高工作效率
2. I'm sorry, but we are going to have to let you go. 对不起, 恐怕我们要让你离开
3. Are you going to hire temporary workers to help manufacture by the deadline? 为了产品我还记得的最后期限, 你打算雇佣临时员工吗
4. May I speak to someone in charge of marketing department? 我可以和市场部的负责人通话吗
5. I heard the mayor of Seoul is retiring next month due to a health problem. 我听说首尔市市长因为健康原因下个月要退休了
6. In spite of difficulty, we agreed on a 5% pay raise. 尽管很困难, 我们还是决定涨5%的工资
7. Where should I pick up my paycheck? 我从哪里得到我的工资支票
8. What time did you punch out today? 你今天几点下班
9. I'd like to recommend Eric. 我想推荐艾瑞克
10. Who is retiring early this year? 谁今年提前退休了
11. I am doing my best to socialize with the co-workers. 我尽力和我的同事搞好关系
12. Where was the supervisor when the machine broke down? 机器发生故障时管理人在哪里
13. Who has the key to the supply room? 谁有物品管理室的钥匙
14. She was born with a talent for design. 她生来就有设计的天赋
15. I'm being transferred to Paris. 我被调到了巴黎。
16. The company is understaffed because of low salaries. 这个公司因为工资低而人手不足
17. Has the vacant position in the accounts department been filled? 财会部门的空职位有人了吗
18. Ashley has moved up the ranks over the years to become the head of the Sales Department. 经过几年的工作, 阿什利被提升为销售部门的主管

Day 11

1. That scarf is matched well with your skirt. 这条围巾和你的裙子很搭配
2. I would like to catch up with you soon. 我很快会赶上你
3. The stadium is closed for today. 体育馆今天关门

4. Dial the number, then press 2. 拨电话, 然后按2
5. My suit is at the dry cleaner's. 我的套装在干洗机里
6. The power bill is due tomorrow. 电费账单的期限是明天
7. Check the expiration date before you eat that. 吃之前确认一下保质期
8. Helen hoped to be invited to the farewell party. 海伦希望被邀请去送别派对
9. Sarah had herbs planted in the flower pot. 萨拉在花盆中种了香草
10. Fuel prices look as if they will increase again. 燃料价格似乎会再上涨
11. It will take some time to get settled. 安定下来还需要一段时间
12. He is ready to go fishing. 他准备去钓鱼
13. Can you hang the laundry on the line? 你可以把洗好的衣服挂在绳子上吗
14. It is an honor to meet you. 见到您非常荣幸
15. They have not seen each other in ages. 他们很多年没有见过对方了
16. We apologize for the inconvenience. 给您带来不便我们深感抱歉
17. Can I see your license, please? 我可以看一下你的驾照吗
18. Would you like me to make coffee for you? 我给你冲杯咖啡怎么样
19. It's a good idea to make use of the weekend. 好好利用周末是一个好主意
20. We're sorry, but all our operators are busy at the moment. 对不起, 我们所有的操作人员都正在忙
21. How much is it to make an overseas call? 打一个越洋电话多少钱
22. I always go out for a walk with my pet. 我经常和我的宠物一起出去散步
23. I placed my books in an alphabetical order. 我按照字母顺序码放我的书
24. Our prospects for winning the game are great at the moment. 现在我们赢得比赛的可能性非常大
25. Give my best regards to your family. 代我向你的家里人问好

Day 12

1. The best seats are all reserved. 最好的座位都被预订了
2. I have an appointment to see the doctor at 6 p.m. 我下午6和医生有约
3. I will be late because I am stuck in traffic. 因为堵车所以我会晚点儿到
4. This site will be under construction for the next two weeks. 这个地方在接下来的两周里将会施工
5. Confirm your reservation as soon as possible. 请尽快确定你的预约
6. Contact me as soon as you can. 尽快联系我
7. James looks forward to meeting you. 詹姆斯非常想见你
8. Shouldn't we make a reservation in advance? 我们不应该提前预约吗
9. How did your appointment with the marketing director go? 你和市场部主管的约会怎么样

10. Would you mind if I cancelled the appointment tomorrow? 你介意我取消明天的约会吗
11. Didn't Mrs. Yoo notify you of the cancellation? Yoo女士没有告诉你有关取消的事情吗
12. Let's talk about it over a cup of coffee. 我们边喝咖啡边交谈吧
13. It was postponed due to the bad weather. 因为坏天气延期了
14. Sorry, I already have a previous appointment. 对不起，我已经有一个先前的约会了
15. What do you want to do with my reservation number? 你想要我的预约号码做什么
16. We're behind schedule. 我们比预计时间晚
17. The meeting was scheduled for Monday, but it has been put off till next week. 会议开始被定在了星期一，但是又被推迟到下个星期
18. After all, she didn't show up. 最后她没有出现
19. We threw a farewell party in honor of Mr. Kim. 我们为Kim先生办了一个送别派对
20. I really wanted to go there on time, but something urgent came up. 我真的很想按时到那里，但是突然出现了很紧急的事情

Day 13

1. How can I open an account? 我怎样开一个账户
2. I have to check my balance at the bank. 我必须在银行确认一下我的余额
3. The bank was unhappy with his credit history. 银行不喜欢他的信用历史
4. Could you fill out this application for the loan? 你可以填一下这个贷款申请吗
5. Jane was hesitant to take out another loan. 珍妮犹豫要不要再申请一份贷款
6. The interest rate on his credit card was too high. 他信用卡的利率太高了
7. I will pay back what I owe as soon as possible. 我会尽快还清我的债务
8. He left without taking the security deposit at the bank. 他没有提取银行保证金就离开了
9. Our team represented our group at the game. 在这个比赛中我们队代表我们组
10. What field of research are you studying now? 你从事哪方面的研究
11. Follow these directions, and you will find the bank easily. 按照这些走，你会很容易地找到银行
12. My younger brother is right-handed. 我弟弟是右撇子
13. Roll up your left sleeve and make a fist, please. 挽起你的左袖子，攥拳头
14. It is much safer for the children to wear safety helmets when biking. 在骑自行车时戴上安全帽对于孩子会更安全
15. I'm just calling to see if you're all right. 我打电话来是想看看你是否还好
16. I asked the cleaner to remove the stain. 我让清洁工除去污渍
17. I saw you were taking a cab with your girlfriend yesterday. 我昨天看到你和女朋友坐出租车

18. Go down two blocks, turn right. 走过两个街区，右转
19. I went for a walk after dinner this evening. 今晚我吃过晚饭后去散步了
20. They walked in different directions. 他们向不同的方向走
21. Who's that waving to you? 谁在向你挥手
22. Why don't we straighten up this room? 我们为什么不整理一下这个房间
23. I wonder if there is a post office around here. 我想知道这附近有邮局吗

Day 14

1. The letter will arrive by courier. 这封信会由快递员送到
2. Please send the package by express. 请快递这个包裹
3. Please deliver the package to the second floor. 请把这个包裹送到二层
4. Mark the box on the left as fragile. 在箱子的左侧标明是易碎的
5. We will send an invoice in the mail. 我们将把发票邮寄过去
6. Your merchandise shipment hasn't arrived. 我的货船还没有到
7. I'll send a notice out with the minutes from this evening's meeting. 我会把今晚的会议记录通知下去
8. Where will you be sending this quality control report? 你将把质量控制报告发送到哪里
9. We will ship you the item as soon as we can. 我们将尽快把货物交给你
10. How will the shipment be transported? 装载的货物将怎样运送
11. The worker is unloading the shipment. 工人正在卸载货船
12. She lived across the street from me. 她住在我家街对面
13. There are buildings along the path. 路边有建筑
14. The convenience store was damaged in the fire. 便利店被大火烧毁了
15. We are conveniently located in the city center. 我们位于市中心的便利地带
16. Residents were excited to establish a healthclub. 居民们期待开一家健身中心
17. My apartment is for rent. 我的公寓待租。
18. It was much further than he first thought. 比他一开始想的远很多
19. The fences on both sides of the street are being painted white. 待两边的栅栏被漆成白色
20. Severe earthquakes often take place in LA. 洛杉矶经常发生强烈的地震
21. It's \$700 a month, including utilities. 包括水电费每月700美元
22. Could you tell me when I have to vacate the room? 可以告诉我什么时候要腾出房子吗

Day 15

1. We must check and see what's on this morning's agenda. 我们必须确认一下今天

早上的日程有什么

2. The annual meeting will be held at the City Hotel. 年会将在城市饭店举行
3. It was a pleasure to attend the annual conference. 非常高兴能够参加年度会议
4. Employees are encouraged to participate in the workshop. 员工被鼓励参加讨论会
5. A board meeting will be held on the first Tuesday of every month. 每个月的第一个星期二将会召开董事会
6. The groundbreaking ceremony will start after all the guests arrive. 奠基仪式将在全部客人到达之后开始
7. Let's meet at the conference room downstairs. 我们在楼下的会议室见
8. I haven't enrolled in the seminar yet. 我还没注册报名参加研讨会
9. Her speech on marketing strategies was fascinating. 她关于市场战略的演讲很吸引人
10. Julie had to give a presentation on Saturday. 朱莉要在星期六做一个演讲
11. Please hand out these papers to the audience. 请把这些传单发给观众
12. We were impressed with your presentation. 我们对你的演讲印象深刻
13. The president will make an address. 总裁将会做一个演说
14. Aren't you going to the management meeting? 你不去管理层会议吗
15. The meeting is still ongoing. 会议还在进行
16. Refreshment will be available on the first floor. 一层有点心提供
17. Non-members can register at the tables located in the east entrance. 非会员可以在东入口的桌子那里注册
18. The team is presenting the revised report to the board. 团队正在向董事会介绍修改过的报告
19. I would like to welcome you to our second annual social worker seminar. 欢迎你参加我们第2次的年度企业家研讨会
20. Why isn't James coming to the staff meeting? 为什么詹姆斯没有来员工会议
21. Who will take charge of the company picnic? 谁将负责公司的野餐会

Day 16

1. My cousin works in a multinational accounting firm. 我的表兄在一家跨国会计公司工作
2. The job will be advertised in the paper. 这个工作将会在报纸上广告
3. The man and the woman signed the agreement. 这个男人和这个女人签订了协议
4. His assistant will take care of the calls. 他的秘书将会处理这些电话。
5. The monthly audit will be cancelled this month. 这个月的月度会计审计将会被取消
6. Due to bad weather, construction is two weeks behind schedule. 由于天气不好，施工比日程晚了两个星期
7. That news boosted our stock prices in the market. 那条新闻使我们的市场股票价格

上涨

8. She might be able to earn a higher commission. 她可能会挣更多的手续费
9. She was confident of favorable results. 她对好结果有信心
10. Always conform to company policy. 请一直遵守公司规定
11. The construction cost was over budget. 施工费用超过了预算
12. Consult our website for more information. 想得到更多的信息请访问我们的网站
13. Any contribution is appreciated. 感激所有贡献
14. The corporation made a healthy profit. 公司取得了相当的利润
15. The company promised to cover any expenses. 公司承诺负担所有费用
16. Can you cover for me today? 你今天能替我吗
17. They would have been fired if they did not meet the deadline. 如果他们不能如期完成, 将会被解雇
18. I have to display our new arrivals. 我要码放我们新到的物品
19. Please distribute the flyer among the public. 请在公众之中发放传单
20. Investing overseas is an effective way to make money. 海外投资是非常高效的赚钱方式
21. It is best to get permission before you start the project. 在你开始项目之前最好得到允许
22. Our headquarters are located in Geneva. 我们的总部位于日内瓦
23. Can you pay me in advance? 你可以预付给我钱吗

Day 17

1. Follow the instructions to the letter. 按照说明做
2. She is going to make a copy of the document. 她打算去复印文件
3. I am making no progress on this assignment. 我没有在这项任务上取得任何进展
4. What is the extension for the management department? 管理部门的内部号码是多少
5. What is the average profit margin of the company? 公司的平均利润是多少
6. ABC Bank merged with ACE Commercial Bank. ABC银行与ACE商业银行合并
7. How often do you work overtime? 你多久加班一次
8. How long is this policy good for? 这项政策的有效时间是多久
9. The product was in stock last week, wasn't it? 商品上周在仓库里, 不是吗
10. When do you think we can reach an agreement? 你认为我们什么时候可以达成一致
11. I don't really understand why the first release date was postponed. 我不明白为什么第一个发行日期被推迟
12. When is the plant scheduled to reopen? 工厂预计什么时候再开工
13. Could you please tell them to return my call? 你能转告他们给我回电话吗
14. The sales representatives, John and Sam, were given \$50 and \$70, respectively. 销

售代表John和Sam将会分别得到50美元和70美元

15. How about stocking up on water for emergency? 为紧急情况储存一些水怎么样
16. The stockholder said that our market shares had increased this quarter by 10%. 股东说我们这个季度的市场占有率增长了10%
17. The problem will be taken care of shortly. 问题马上就会被处理
18. Why don't you talk to the technician about the problem? 你为什么不同技术人员说这个问题
19. Why is the stock market tumbling these days? 最近股票市场暴跌的原因是什么
20. The crates are being moved into the warehouse. 箱子被搬到了仓库
21. I will do anything to win the contract. 为了赢得合约我可以做任何事情

Day 18

1. You can book your accommodations online. 你可以在网上预订住宿
2. You should arrange the airline tickets as soon as possible. 你必须尽快安排飞机票
3. At this time of year, it is great to go hiking in the mountains. 一年的这个时候徒步登山非常好
4. The restaurant will be fully booked on Christmas. 酒店在圣诞节时将会被全部订满
5. It is always necessary to book a seat on the train. 一般有必要在火车上预订座位
6. The view was breathtaking. 场面激动人心
7. Please show your ticket to the conductor. 请向乘务员出示车票
8. The customs of the host country confused him. 主方国家的风俗使他困惑
9. My passport is about to expire. 我的护照快到期了
10. Jill loved to explore new cities. Jill喜欢探访新城市
11. I need to get some time off to visit my father. 我需要休假去看我爸爸
12. The travel itinerary will be emailed to you. 旅行日程将会用电子邮件发送给你
13. When are you going to leave for Vietnam. 你什么时候离开去越南
14. I wanted to move to another country. 我想搬到另外一个城市
15. Tickets are non-refundable and valid only on AB Airlines. 机票不可以退, 并且只能用来乘坐AB航空公司的航班。
16. It took a long time to pass through Immigration at the airport. 在机场通过入境通道时花了很长时间
17. She is holding her passport in her hand. 她手中拿着护照
18. Where did you leave your possessions on the plane? 你把你的物品放在了飞机的什么地方
19. He is suffering from jet lag. 他因为时差受苦
20. How about going to the Great Wall of China. 去中国的万里长城怎么样
21. I made a reservation at a travel agency in advance. 我已经提前和旅行社预约了
22. The travel agent suggested that we'd better go there on the weekend. 旅行社建议

我们最好周末去那里

Day 19

1. Are you allergic to any medicine? 你对什么药物过敏吗
2. I'm not feeling well. I think I might call in sick. 我觉得不是很舒服, 我想我可能得打电话请病假
3. She looks like she might come down with a cold. 她看上去好像得感冒了
4. The doctor is examining his patient. 医生正在为他的病人检查
5. The gym had only the best equipment. 体育馆只有最好的器材
6. Eating fatty food can result in heart disease. 吃油腻的食物会导致心脏疾病
7. Brush your teeth three times a day to protect your teeth. 为了保护你的牙齿, 请一天刷3次牙
8. I wish you a speedy recovery. 祝愿你尽快康复
9. I will reduce all the fast food I eat for my health. 为了健康我将减少吃快餐
10. Take this medicine right after each meal. 每次饭后吃这种药
11. I signed up for the fitness club so as to get into shape. 我为了健康体型加入了健身俱乐部
12. She stressed the necessity of a healthy diet. 她强调了健康饮食的必要性
13. It is unlikely that my mom will fully recover. 我妈妈不太可能完全康复
14. You should be more concerned about your health. 你必须更加关注你的健康
15. My sprained wrist swelled so big. 我扭伤的关节肿起很大
16. The patients on the waiting list are in the waiting room. 等待名单里的病人在等待室
17. The audience is watching the man playing a guitar. 观众正在看这个男人弹吉他
18. The exhibition will start early next week. 展示会将在下周初开始
19. Would you like to join us this Friday night to hear the orchestra? 你星期五晚上想和我们一起听管弦乐队演出吗
20. You can take your seats and watch our children perform. 你可以坐在座位上看我们孩子的演出
21. The show will include meals. 演出包餐
22. Who's in the lead role? 主演是谁