

English at Work 白领英语
Episode 21: Don't panic! 别慌!
Asking for help 请求帮助用语



- Narrator:** 你好，欢迎回到 Tip Top 贸易公司，眼下人人都在议论着 Anna 刚刚被提升的消息。Paul 宣布由 Anna 来充任该公司新设立激光水果库存管理系统的领导。
- Denise:** (On phone) Yes Anna... the new girl... she's done really well although I don't know what experience she's got.... anyway, about the hairdresser you mentioned, oh I loved his aftershave...
- Tom:** (to himself) I can't understand it. I've got all the experience and all the ideas... she's just such a...
- Anna:** (interrupting) Tom. Sorry to interrupt, I just wanted to check you're OK with me leading this strategy for stock management.
- Tom:** Oh of course. Yeah, you deserve it.
- Narrator:** Anna 姿态不错嘛！
- Anna:** But Tom, now you must help me.
- Tom:** Eh?!
- Narrator:** Anna! 求人帮助时，不能这么讲话。难道你忘了我一直在教你要注意礼貌？
- Anna:** Be polite – yes you keep telling me that.
- Narrator:** 如果你需要别人帮忙，一定要请求，不能命令，即使是 Tom 也不例外！
- Anna:** Oh right. I'm in a bit of a panic. I've never done this before. I don't know where to begin.
- Narrator:** 很简单，你可以这样对同事说：
如果你能帮忙那么我将非常感激。I would be most grateful if you could give me some help.
请问你能不能给我提些建议？Please could I ask you for some advice?
我知道你很忙，不过能不能占用你几分钟时间？I know you're busy but could you spare me a few minutes of your time please?
来吧，试一试！
- Anna:** Right, thanks. I'll try. Erm, excuse me Tom. Sorry about earlier. I'm a little nervous about leading this strategy thing and I would be most grateful if you could give me some help... please?
- Tom:** Of course Anna. Why didn't you say, I'd be delighted. I've lost count of the number of projects I've lead over the years.
- Anna:** Great, thanks. So... where do you think I should begin?

Tom: Give me a few minutes and I'll find some of the excellent work I did last year. Basically, you'll just need to copy it. Hold on...

Paul: Ah Anna... just popping out for some biscuits... err, how's the stock management strategy coming along?

Anna: Oh very good Paul. Actually, please could I ask you for some advice please?

Paul: Yes of course... although I don't know if I'll be of much use!

Tom: ...now where did I save those damn documents!

Anna: I'm very grateful for this opportunity but I'm a little unsure of where to start. Tom is looking for some of his old work but...

Paul: Really?! To be honest, this isn't Tom's speciality. At a time like this I would ask Denise.

Anna: Denise?!

Paul: Yes... she may only be the office assistant but she always has words of wisdom. Right, custard creams or chocolate digestives?

Anna: What?

Paul: Biscuits?

Anna: Oh... custard creams please.
Err, Denise, I know you're busy but could you spare a few minutes of your time please?

Denise: Of course Anna, always happy to help you.

Anna: Well, you know the stock management control system?

Denise: The one you've now got to work out... well done for getting that!

Anna: Thanks. It was OK writing it down for Paul but how do I put it in to practice? There's just too much to do!

Denise: Calm down Anna. You'll be fine. The first thing you need to do is to look at our current system.

Anna: Look at our current system. How do I do that?

Denise: Easy! Just take the lift down to the warehouse and speak to Mr Ingle and then write down what you find; and draw up an action plan of tasks you need to do, like a shopping list. I'm very good at those.

Anna: Go and see Mr Ingle? Oh do I have to?

Denise: He's OK really Anna. If you approach him in the right way he won't bite your head off!

Anna: What! Bite my head off?! Oh, well, if he won't bite me... then I suppose I should go and see him. Thanks for your advice Denise, I could kiss you! Right, I'm going to go and see him right now.

Narrator: 一定要有一个行动计划! 一个好的想法。干得不错 Denise, 你比人们印象的更聪明! Anna 你干的不错, 看来这些礼貌用语都派上用场了。

I would be most grateful if you could give me some help.

Please could I ask you for some advice?

I know you're busy but could you spare me a few minutes of your time please?

记住如果你没主意了尽管请求别人帮忙就是了... 不过最好别去找 Tom, 不知道他现在怎么样?

Tom: Here Anna, I've got them. Look, all my ideas from my last stock control project... pages and pages of them. Just copy these, they're brilliant. Anna? Anna!

Paul: Too late, I've just seen her in the lift. Fancy a custard cream Tom?

Narrator: Anna 去找那位动不动就发脾气的INGLE先生去谈话。希望她别忘了使用礼貌请求用语, 否则对方才不会买账呢 – 那样可就糟了! 我们下次再会。

- **Listening Challenge 听力挑战:**

What does Denise advise Anna to do first when planning the stock management strategy?

Denise 建议 Anna 在计划股票管理策略时要首先做什么?

Answer: To look at the current system.

答案: 要先看看现在的系统。