

## BBC Learning English – Q & A of the Week

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### Q & A of the Week: Do's And Don'ts (该做和该不该做的) 行为准则

Jo: Hello, I'm Jo and this is Question and Answer of the Week from BBC Learning English, and Jean is with me today – hi Jean.

Jean: Hi Jo. 在我们今天的节目当中，我们会为中国的听众解答大家有关英语学习方面的问题。今天我们要解答的问题来自西安的于朝君。

Jo: Yes, they want to know about the usage of the expression do's and don'ts.

Jean: Usage 用法。他想了解一下英语用语 Do's and Don'ts 的用法。

Jo: I asked Callum from BBC Learning English to first of all explain the meaning of do's and don'ts.

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*Well do's and don'ts very simply are things that you should do and things that you shouldn't do. So for example you go to a new school or a new college or a new job and there are certain rules for that place and those rules are the do's and the don'ts – the do's and don'ts.*

Jean: 看来 do's and don'ts 表示的是在一些情况下该做和该不该做的事情，我们也可以叫它行为准则，就如 Callum 说到的 rules.

Jo: He said, for example, if you go to a new school or start a new job there are certain rules, things you should and shouldn't do – and in English we often call these do's and don'ts.

Jean: So can Callum give us an example?

### Insert

*For example if you're going to be late, do call your manager and don'ts would be don't leave your computer turned on at night – those are some do's and don'ts. Some simple rules for your job or your workplace.*

Jo: So a good example of some do's and don'ts – if you're going to be late, do call your manager – you should call your manager. And don't leave your computer turned on at night.

Jean: 就是说，为了节省能源，我们不应该晚上也开着电脑。

Jo: In today's BBC Learning English Question and Answer of the Week, we're answering Chaojun's question about the expression do's and don'ts. Now Chaojun wanted to know more about the usage of the expression. Here's Callum again.

### Insert

*The expression do's and don'ts is more commonly something you would hear in spoken English. Somebody will tell you about the do's and don'ts. You might see it written down on a sign or a notice but it's more something that people say than people write.*

Jean: Callum 给我们介绍说, do's and don'ts 这一短语一般在英语口语 spoken English 当中使用的更多。

Jo: He said you might see it written down on a sign or a notice.

Jean: 一个指示牌或者布告上– but it's usually something you would say rather than write.

Jo: Now, there's one last question we have to ask Callum – how do you write or spell do's and don'ts?

Jean: 是的, 在这个短语中, 撇号 **apostrophes** 的使用确实好像不太简单, 不过下面 Callum 会给我们讲解一下。

### Insert

*Writing is tricky and I had to look at a number of dictionaries to find an agreement on this – do's and don't is written D.O.' S. and don'ts D.O.N.' T.S.*

Jo: He said writing is tricky.

Jean: 确实不太容易。他已经看了好几本的字典 **a number of dictionaries** 才找到共识 **find an agreement on this** 它就是 D.O.'S and D.O.N.' T.S.

Jo: So to re-cap the language we've learnt so far – usage.

Jean: 用法。

Jo: Rules.

Jean: 规则。

Jo: A sign.

Jean: 一个指示牌。

Jo: A notice.

Jean: 一个布告。

Jo: An apostrophe.

Jean: 一个撇号标点。

Jo: Tricky.

Jean: 不易处理的、需要技巧的。请大家把 Callum 刚才的讲解再完整地听一遍。

### Insert

*Well do's and don'ts very simply are things that you should do and things that you shouldn't do. So for example you go to a new school or a new college or a new job and there are certain rules for that place and those rules are the do's and the don'ts – the do's and don'ts.*

*For example if you're going to be late, do call your manager and don't would be don't leave your computer turned on at night – those are some do's and don'ts. Some simple rules for your job or your workplace.*

*The expression do's and don'ts is more commonly something you would hear in spoken English. Somebody will tell you about the do's and don'ts. You might see it written down on a sign or a notice but it's more something that people say than people write.*

*Writing is tricky and I had to look at a number of dictionaries to find an agreement on this – do's and don't is written D.O.' S. and don'ts D.O.N.' T.S.*

Jean: 为了帮助大家更好的掌握 do's and don'ts 的用法，我们给大家准备了一些例句，请你们听听看，下面的这些句子说的 dos 和 don'ts 讲的是什么事情呢？

### Insert

- *You should try to turn up on time.*
- *Do look your best.*
- *You should brush your teeth.*
- *Don't talk about any of your ex boyfriends or girlfriends.*
- *Don't start acting as if this is a lifelong relationship, I think you should keep things light and friendly.*
- *And something you shouldn't do is talk too much about yourself.*

Jo: Any ideas Jean?

Jean: I think I know Jo but let's have a look at some of the language there.

Jo: To turn up on time.

Jean: 要准时到达。

Jo: You should look your best.

Jean: 看上去的状态要最好。

Jo: Don't talk about your ex boyfriends or girlfriends.

Jean: Exes 前男友或前女友。

Jo: We heard the verb to act.

Jean: To act 去表现。

- Jo: Don't start acting as if this is a lifelong relationship.
- Jean: 一段终身感情，他刚才说到凡事要放轻松。
- Jo: To keep things light. So what do you think these are do's and don'ts for, Jean?
- Jean: It wouldn't be dating would it Jo? 听起来讲得像是约会的几大准则吧?
- Jo: Oh, well done! Yes and in fact the do's and don'ts of going on a first date. Do you agree?

### Insert

- *You should try to turn up on time.*
- *Do look your best.*
- *You should brush your teeth.*
- *Don't talk about any of your ex boyfriends or girlfriends.*
- *Don't start acting as if this is a lifelong relationship, I think you should keep things light and friendly.*
- *And something you shouldn't do is talk too much about yourself.*

- Jo: Well, we hope that answered your question Chaojun. If you have a question for us you can email us at [questions.chinaelt@bbc.co.uk](mailto:questions.chinaelt@bbc.co.uk). We'll leave you with our BBC Learning English do's and don'ts.
- Jean: Yes, 大家要 do 的，也就是要做的应该是经常到我们的网站来看看，了解更多的实用英语学习内容。
- Jo: And don't forget the website address [www.bbcchina.com.cn](http://www.bbcchina.com.cn). See you next time.
- Jean: Bye!