

900 English Sentences for Business Public Relationship



商务即用英语全攻略丛书 ■■■■

商务英语公关

900



浩 瀚·主编



机械工业出版社
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900 English Sentences for Business Public Relationship

商务英语公关 900句典

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即 学 即 用 · 举 一 反 三



机械工业出版社

本书分为办公室篇和商务公关篇两大部分。办公室篇主要介绍在办公室内的公关交际活动,包括电话业务、礼仪接待、求职面试、统筹安排等内容。商务公关篇主要围绕“做买卖”这一主题,从联系业务、参观访问、会议商谈、签订合同等各方面详细地介绍在公关方面的礼仪和技巧。每一章都配有背景知识、精彩句子、即学即用环节,句子通俗易懂、言简意赅,能让读者身临其境,从而在实际英语商务公关中做到高屋建瓴。

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本书导读

驰骋商场,公关为先。随着我国对外开放政策的进一步深化和“全方位、宽领域、深层次”开放格局的逐步形成,商务英语在经济发展中起着越来越重要的作用。而“公共关系”是一种客观的社会状态,有人的地方,即有“公关”,不管人们认识还是不认识,承认还是不承认,喜欢还是不喜欢,公共关系作为一种社会状态总是客观存在的。同时,它又是一种特殊的人类社会实践活动,古往今来,人们为着某种目的,经济的或政治的,军事的或文化的,而在从事相关活动的同时,也在自觉不自觉地从事着某种公共关系活动,即设法争取别人对自己的了解和支持。这种活动开展得好与不好,往往直接影响着人们各种具体目标的实现。在现代社会,人们日益将公共关系活动作为争取事业成功的重要手段。尤其是在竞争激烈的商场中,这种关系搞得好,就有可能捕捉住潜在的商机,从而做到如鱼得水,游刃有余。

本书分为办公室篇和商务公关篇两大部分。办公室篇主要介绍在办公室内的公关交际活动,包括电话业务、礼仪接待、求职面试、统筹安排等内容。商务公关篇主要围绕“做买卖”这一主题,从联系业务、参观访问、会议商谈、签订合同等各方面详细地介绍在公关方面的礼仪和技巧。每一章都配有背景知识,精彩句子、即学即用等环节,句子通俗易懂、言简意赅,能让读者感觉身临其境,从而在实际英语商务公关中做到高屋建瓴。

本书的主要特点:

1. 符合商务英语公关的构成

本书在每一章的开头将全章背景知识以中英文对照的方式进行了介绍,让读者对本章内容有清晰的理解。

2. 精选适用性极强的语句

文中提供大量的典型范例,可以快速提高读者对商务公关用语、常见问答的熟悉程度,方便记忆,易于读者掌握运用。

3. 详细而精彩的范例

收录经典的应用情景会话,让读者身临其境,轻松实现自由沟通。



本书导读

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I

办公室篇

On Office

● Chapter 1 办公室日常事务

● Chapter 2 工作



Chapter 1 Daily Office Routine

办公室日常事务



Background Information

The office plays an important role in public relations, for not only should it handle with the daily affairs, but also it is responsible for the outer communication, job-wanting and other relations.

Just because of this role it plays, the daily public relations in office become very important. For a big scope, it affects the success of a company.

办公室在公共关系中扮演着非常重要的角色,它不但负责处理日常事务,还要负责对外接待、招聘和一些其他公关事务。

正因为如此,办公室日常公关就显得尤为重要。从很大程度上讲,它关系到公司成功与否。



Unit 1

Reception

接待来宾

1 Can I / May I... → 我能 ~

{ Good morning. Can I help you?

{ 早上好! 我可以为您效劳吗?

{ Can I be of any assistance?

{ 能替您效劳吗?

{ Can I ask what you wish to see him about?

{ 请问您找他有什么事?

{ Can I help you?

{ 我能帮您做些什么? / 您有事吗?

{ May I tell him what you wish to see him about?

{ 请问您找他有什么事?

2 Is this... → 这是 ~

{ Is this Modern Office Ltd?

{ 这是现代办公用品公司吗?

{ Is this Mr. Brown's office?

{ 这是布朗先生的办公室吗?

3 be from → 来自

{ I'm from the Global Trading Company.

{ 我是全球贸易公司的。

{ What company are you from?

{ 请问您是哪家公司的?

4 sit down / have a seat → 坐

{ Please sit down.

{ 您请坐。



{ Would you please have a seat await for a moment.

{ 请您坐下等一会好吗？

5 I'll... → 我将要~

{ I'll tell the manager's secretary you are here.

{ 我这就通知经理的秘书,说您已经来了。

{ I'll come and fetch him now.

{ 我现在就去找他。

{ I'll take you to his office.

{ 我带您去他的办公室。

{ I'll tell Mr. Brown you are here.

{ 我会告诉布朗先生您在这儿。

{ I'll see if he is available.

{ 我看看他有没有空。

{ I'll take just a few minutes of his time.

{ 我只占用他几分钟的时间。

6 ask the way → 问路

{ Please come this way.

{ 请这边走。

{ Excuse me, can you tell me the way to the conference room?

{ 对不起,您能告诉我去会议室怎么走吗?

7 have/make/arrange an appointment → 约会

{ I have an appointment with Mr. Jackson at 10:30.

{ 我与杰克逊先生约好10时30分见面。

{ I have another appointment at ten.

{ 我在10点还有另外一个约会。

{ But I can't make an appointment for you unless you state your business.

{ 除非您说明事由,否则我无法给您预订。

{ If you don't care to wait, I can arrange an appointment for you later today.

{ 如果您愿意等,我可以在今天晚些时候给您安排个约会。



{ Do you have an appointment?
您有约会吗?

{ Could you make an appointment on some other day?
您预约另一天好吗?

8 Are you... ➔ 您是 ~

{ Are you Mr. Wilson of International Trade Corporation?
您是国际贸易公司的威尔逊先生吗?

{ Excuse me, are you Mr. Johnson from Beijing?
请问您是北京来的约翰逊先生吗?

9 Would you... ➔ 您 ~

{ Would you like to have a seat over there?
请您在那边的位置上坐一下好吗?

{ Would you mind waiting?
您不介意等一下吧?

{ Would you please take a seat?
请坐。

{ Would you please go up to his office?
请您去他的办公室好吗?

{ Would you please tell me what you wish to see him about?
能告诉我,您找他有什么事吗?

{ Would you like a cup of coffee?
要杯咖啡吗?

10 Is it possible... ➔ 可能 ~

{ Is it possible for him to see me now?
他现在可以见我吗?

{ Is it possible for us to have a talk?
我们现在谈一下行吗?

{ Is it possible for me to get the position of junior secretary?
我有可能得到初级秘书的职位吗?



11 delay → 耽搁

{ I was delayed by the traffic jam.

{ 交通堵塞耽搁了时间。

{ No delays or problems.

{ 既没有延误也没有其他问题。

12 expect/wait for → 等待

{ Mr. Smith is expecting you.

{ 史密斯先生正在等您。

{ Our manager is waiting for you in his office.

{ 我们经理正在他的办公室等您。

{ We've been expecting you.

{ 我们一直在等您。

{ Would you please have a seat and wait for a moment?

{ 请您坐着等一会儿好吗？

{ Could you wait for a while?

{ 您能等一会儿吗？

{ Will I have to wait long?

{ 我会等很久吗？

13 call... in → 让~进来

{ Please call Mr. White in. I can see him now.

{ 请叫怀特先生进来，我现在可以见他。

{ Mr. Huang calls me in to talk about the personnel management.

{ 黄先生让我进去讨论人事管理的事情。

14 be free/available → 有空儿

{ At the moment Mr. Black is free and can see you.

{ 布莱克先生此时有空，可以见你。

{ Let me see if he is available.

{ 我看看他是否方便。



{ When will he be free?
他什么时候有空?

{ Mr. Wilson will be free at about half past twelve. Can you wait?
威尔逊先生大约在 12:30 有空,您能等吗?

{ Just a moment, please. I'll phone his secretary to see if he is free.
请稍等,我给他的秘书打个电话看他有没有空。

15 be honored that → 有幸

{ We're all honored that you could come to our company, Mr. Ford.
福特先生,您能来我们公司我们感到很荣幸。

{ I'm honored that I have the chance to interview Dr. Li.
有机会采访李博士,我感到很荣幸。

16 have to → 不得不

{ I have to refer to my appointment book.
我必须先查查我的记录簿。

{ I have to ask my boss.
我必须问上司。

17 get the information → 得到信息

{ I'm told to get the information from every caller.
我奉命询问每位访客的来意。

{ I want to get the information of your company.
我想得到有关您公司的信息。

18 get in touch with → 与 ~ 联系

{ Get in touch with you in the future.
今后与您联络。

{ Thank you. Get in touch with each other.
谢谢您,保持联系!



19 take...to... ➡ 带~去~

Please let me take you to the Manager's office.

我带您去经理的办公室吧。

If you don't mind, I'll take you there myself.

如果您不介意的话,我亲自带您去。

20 on behalf of ➡ 代表

On behalf of our manager I welcome you to our company.

我代表我们经理,欢迎您来我们公司。

Hello, I'm Lei Min. I'll talk with you on behalf of our manager.

你好,我是雷敏,我将代表我们经理与您会谈。

21 leave sb. /sth. ➡ 留下某人或某物

I thought they were going to leave me here on my own!

我以为他们准备把我一个人留在这里了。

Please leave me a brief message of your business.

请大致告诉我您的事。

22 pronounce one's name ➡ 拼读名字

How is your name pronounced...?

您的名字怎么念?

How do you pronounce your name, please?

请问您的名字怎样念?

Can I pronounce your last name by Smith?

我能叫您史密斯吗?

23 look forward to ➡ 盼望

We have been looking forward to meeting you.

我们一直盼望着见到您。

I'm looking forward to hearing from you.

盼望得到您的回信。



{ I'm looking forward to visiting your company.
我 一直盼望访问贵公司。

24 be occupied/busy ➡ 占用, 忙于

{ My boss is occupied at the moment.
我的上司现在很忙。

{ I know he is busy at the moment but I'll ask his secretary when he'll be free.
我知道他现在很忙, 但是我可以问问他的秘书看他什么时候有空。

25 in conference ➡ 开会

{ I'm sorry. He is in conference now.
很抱歉, 他正在开会。

{ I'll be in conference then, so we have to change time of meeting.
那时我将在开会, 所以我们不得不改变会面的时间了。

26 a full day ➡ 整天

{ I'm sorry, but my boss has a full day tomorrow.
很抱歉, 我上司明天的时间已经排满了。

{ I'm busy a full day.
我忙了一整天了。

27 insist in ➡ 坚持

{ He insists in seeing you.
他坚持要见您。

{ Mr. Wang insists in changing the rules of management.
王先生坚持要修改管理条例。

28 how about... ➡ 怎么样~

{ How about a cup of Longjing tea?
喝杯龙井茶怎样?

{ How about going to your company by bus?
乘公共汽车去你们公司怎么样?



29 come back → 回来

{ I'm afraid, I have to tell you to come back again.
恐怕您只能下次再来了。

{ I'll come back when the boss has time.
老板有空时我再来。

即学即用



Making Use

A: Good morning.

早上好!

B: Oh, good morning. Mr. Li. How are you?

早上好李先生,您好吗?

A: I'm fine. Thanks, and you?

我很好,谢谢,你呢?

B: Oh, busy as usual. Do you want to see Mr. Wilson?

还是那么忙。您是要见威尔逊先生吗?

A: Yes, please.

是的。

B: Do you have an appointment?

您提前预约了吗?

A: Er... No, I haven't. You see, I only arrived back in the country this morning.

嗯,没有。你看,我今天早上刚刚回国。

B: Well, I know he's busy at the moment but I'll ask his secretary when he'll be free. Please sit down.

我知道威尔逊先生现在很忙,但是我可以问问他的秘书看他什么时候有空。
请坐下,等一会儿。

A: Thank you.

谢谢你。

C: Mr. Wilson's office.

这是威尔逊先生办公室。