

高职高专商务英语规划教材

A Text Book for
Higher Professional and Technical College

实用商务英语

口语教程

Practical Spoken English Course
for Business

廖 瑛 主编

 华中科技大学出版社
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Practical Spoken English Course for Business

(A Text Book for Higher Professional and Technical College)

实用商务英语口语教程

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实用商务英语口语教程

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内 容 提 要

《实用商务英语口语教程》共 36 课,除第一单元 5 课为日常商务交际口语外,其余 31 课均为内容相互衔接的系列情景会话,按时间顺序记录了外宾从机场入境到办理海关手续、旅馆住宿、货币兑换、进餐、寄发邮件、购物、看病、约会、拜访、出席宴会、参观出口商品交易会、外贸谈判和旅游观光等活动中与我方各类涉外工作人员口头交际的全过程。

本书取材全面、内容新颖、语言规范、表达流畅,专门聘请外国专家录制了配套光盘,使读者可以边听边学,既便于记忆又训练发音。建议《实用商务英语口语教程》和《实用商务英语口语教程(辅导用书)》配套使用。

本书既可作为高职高专院校涉外经贸、商务英语、应用英语、外企管理、公关文秘、国际旅游、酒店管理、国际航运等专业的英语口语教材,也适用于外贸、外事、旅游、宾馆、酒店、海关、机场和企事业单位的涉外工作人员自学。

本书配有 mp3 文件格式的课文录音光盘。

前 言

《实用商务英语口语教程》一书是编著者根据自己长期从事商务英语教学、外事工作和参加外贸谈判的实践经验而编著的一本对外交往、商务活动、商务谈判和旅游观光的实用商务英语口语基础教程。本书是教材，建议与《实用商务英语口语教程辅导用书》配套使用。辅导用书的主要内容包括与教材对应的课文译文和练习参考答案。

本书分为日常用语(Daily Expressions)、外宾接待(Receiving Foreign Guests)、生活服务(Living Services)、商务活动(Activities for Business Affairs)、商务谈判(Business Negotiations)和旅游观光(Sightseeing)6个单元,共36课。除第一单元“日常用语”中所含的5课分专题讲述常用生活会话外,其余31课记录了外宾从下飞机办理入境手续、在中国的衣食住行、社交活动、外贸谈判、旅游观光,直至上飞机回国期间与我涉外人员进行交流的全过程。各课之间,按时间顺序,巧妙合理地进行编写,情景互相衔接。全书宛如一幅完整的生活画卷。为此,我们还专门聘请外国语言专家录音并制成光盘,使读者视听并举,学习中受到潜移默化的良好效果。

每课由情景会话(Conversation)、课堂训练(Practice)、生词与短语(New Words & Expressions)、注释(Notes to the Conversation & Practice)、课文译文(Translation to the Conversation)和训练答案(Keys to the Practice)6个部分组成。课文选择应用频率极高的现代英语,取材全面,上下衔接,内容新颖,表达流畅;训练部分形式多样、生动活泼,便于课堂教学;注释部分提供了大量的背景知识、业务知识和语法知识。会话部分和训练部分的参考译文和答案另作为教学辅导书出版,以方便教师备课和读者自学。全书选材精湛,编写有序,能使读者在学习中循序渐进,不断扩大知识面,取得举一反三、触类旁通的良好效果。

本书的主要特点是各单元都围绕商务交际这个内容,语言规范,内容丰富,实用性强,既可作为高等专科学校,尤其是高等职业技术专科学校商务英语、经贸英语、英语教育、公关、文秘、外贸、旅游、酒店管理、涉外会计等专业的英语口语教材,也适用于外贸、旅游、宾馆、银行、商店、海关、机场、车站、厂矿、企业、事业单位的公关文秘人员、外事工作者、口译工作者、导游、空姐、关务员、接待员、营业员,以及与外商打交道的厂长、经理

作为口语培训教材或自学。上述人员若能熟读此书,运用自如,则足以胜任本职范围内的外事交往工作。

本书由湖南大学外国语学院廖瑛教授主编;长沙师范专科学校的杨萍、湖南艺术职业技术学院的石颖和中南大学外国语学院的王韵任副主编;潘谊清、禹金林、廖越英、阳兰梅、彭坚、余婷、汤丹、刘莹任编委。在编著过程中,作者参考了国内外出版的有关书籍和资料,从中获得了很大的启示,在此谨致谢意。

本书配有 mp3 文件格式的课文录音光盘。录音由 Jonathan 和 Angelic 演播。

由于编著者水平有限,书中不妥之处在所难免,欢迎同行专家和广大读者不吝赐教。

廖 瑛

2008 年 3 月于湖南大学外国语学院

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Unit 1 Daily Expressions



LESSON ONE

Greetings and Farewells



Conversations

1. Meeting an Old Friend (1)

L: Hello^①, Mr. Green.

G: Hi, Li Lan.

L: I haven't seen you for a long time. How is everything going?

G: Fine, thanks. How have you been?

L: Quite well. Thank you. And how is your general manager, Mr. West?

G: He is very well. Thank you.

L: I think I'd better be going now. I have an appointment at 9 o'clock.

G: I've got to be going, too.

L: Well, then, good-bye!

G: See you later.

2. Meeting an Old Friend (2)

L: Good morning, Mr. Green.

G: Good morning, Miss Li.

L: How are you these days?

G: I'm fine, thank you. And you?

L: I'm fine, too.

G: How is Mr. Wang, your sales manager?

L: He is fine. Thank you!





G: Glad to see you.

L: Nice talking to you.

G: Good-bye.

L: Bye-bye!

3. Knowing a New Friend

L: Excuse me^②. Are you Mr. Brown^③?

B: Yes, I'm Thomas Brown. I'm from England.

L: How do you do, Mr. Brown? I'm Li Lan, from Hunan Light Industrial Products Import & Export Corporation. Call me Xiao Li.

B: How do you do, Xiao Li. Glad to meet you^④.

L: Glad to meet you, too. Welcome to Changsha, and hope you enjoy your stay here.

B: Thank you. I think I will.

4. Saying Good-Bye

G: Hello, I have come to say good-bye to you.

L: When will you be off?

G: Tomorrow morning, at eight, the airliner will take off.

L: Good-bye then, and don't forget to keep in touch^⑤.

G: Good-bye and remember me to Mr. Zhang, your general manager.

L: Thank you, I will. Bon voyage!^⑥



Practice

I. Questions to the conversations.

1. How long haven't Mr. Green and Li Lan seen each other?
2. Why does Li Lan think she should say good-bye?
3. What time is her appointment supposed to be?
4. What is Mr. Brown's given name?
5. Where is he from?



6. Where does Li Lan work?
7. Do you think how Mr. Green will stay in Changsha?
8. When is Mr. Green leaving?
9. Will he write to Li Lan?
10. What does he say to Li Lan before his voyage?

II. Complete the following dialogues, then practise.

1. A: _____, Mr. Kinch.
B: _____ Sarah.
2. A: _____? I'm James Brown, the finance department manager of GAB Ltd.
B: _____? Mr. Brown. Glad to meet you.
3. A: _____, Mr. Li?
B: Fine, thank you. _____?
4. A: How is your father?
B: He is very well. _____.
5. A: Good morning Mr. B.
B: _____, Miss A.
6. A: See you later.
B: _____.
7. A: I hope to see you again.
B: Me _____.
8. A: _____. Are you Mr. Parker (帕克)?
B: Yes, _____. I'm from America.
9. A: Glad to have met you.
B: _____.
10. A: Good-bye, and I really look forward to _____ again soon.
B: We'll have many opportunities _____ in the future. Good-bye for now.

III. Make sentences with the following.

1. Haven't seen you for ...
2. How is ...
3. I think I'd better ...





4. I've got to ...
5. Glad to ...
6. Nice talking to ...
7. I'm ... from ...
8. Welcome to ...
9. I hope you enjoy ...
10. I've come to ...
11. keep in touch
12. remember ... to ...
13. come down with ...^⑦

IV. Read and translate the following into Chinese.

1. Fancy seeing you here.
2. Haven't seen you for ages.
3. Long time no see.
4. What brings you here today?
5. —How are things going with you?
—Could be better, but not bad.
6. —How is everything?
—I am on the top of the world[®]. Thanks!
7. —How is life treating you?
—Same as ever.
8. —How're things?
—Just so-so. Thanks!

V. Translate the following into English.

1. A: 你好, 汤姆。
B: 你好, 李先生, 好久没见你了。近来好吗?
A: 很好。你呢?
B: 还是老样子。
2. A: 早上好, B。
B: 你好, A。近来怎么样?
A: 我很好, 谢谢。你呢?
B: 我今天不太舒服。
A: 这可太遗憾了。哪里不舒服?



B:我有点头痛,可能患了重感冒。

A:你可得注意身体啊,去看看医生吧。

B:谢谢,我这就去医院,再见了。

3. A:早上好,王小姐。

B:嘿,张小姐。

A:你好像急着有什么事的样子。

B:是的,我马上有个会。

A:好,那我就不耽误你了。

B:好,再见。

A:再见。

New Words and Expressions

greeting ['gri:tiŋ] *n.* 打招呼,致意

farewell [fə'wel] *n.* 告别

Thomas Brown ['tɒməs braʊn] 托马斯·布朗

appointment [ə'pointmənt] *n.* 约会

industrial [in'dʌstriəl] *a.* 工业的

product ['prɒdəkt] *n.* 产品

import ['impɔ:t] *n.* 进口

export ['eksپɔ:t] *n.* 出口

corporation [kɔ:pə'reiʃn] *n.* (美)公司,社团,法人

enjoy [in'dʒɔi] *v.* 享受

bronchitis [brɒŋ'kaitis] *n.* 支气管炎

fancy ['fænsi] *a.* 奇特的,异样的

remember me to 代我向……致意(问好)

Notes to the Conversation & Practice

① hello:喂。表示问候、惊奇或用以唤起注意。此处作打招呼用语。常用打招呼用语用法区别如下:

一般打招呼,只要点点头,含笑说声“Hi”或“Hello”或“Good morning”等,对方也用同样的话致意,无论认识或不认识的人;上述说





法都适用。

对虽然认识但不常见面的人,见了面可用“How are you doing”“How is everything going”,年轻人喜欢用“What’s new”“What’s up”等,回答者常用“Fine”或“Just fine”或“OK”或“So So”等。

如果是熟人,但有一段时间未见面了,见面可说“How are you”或“How have you been”,对方用“Fine, thank you. And you”等。

对于不认识的人,想要他停下来,可以说“Mister”,“Sir”或“Hey! Sir”,“Just a minute, Sir”。注意:“Hey! You”是一种极不礼貌的说法,相当于汉语中的“喂,你给我停下来”。

在正式社交场合,有人介绍不相识的人和你认识,你要说“How do you do”而说不说“How are you”。对方回答说“How do you do”还可加上“Glad to meet (see) you”。

- ② excuse me: excuse me 的用法很灵活。此处相当于“请问”,“对不起,打扰一下”。如果你从拥挤的人群中走过去,你得说“Excuse me”(对不起),对方的回答是 Certainly (请)。你无意中碰了别人一下,你也说“Excuse me”(对不起),但此时的回答却是“That’s all right”(没关系)。如果你问路,应该说,Excuse me (劳驾), will you tell me the way to the station? 对方会给予你具体的回答。如果在宴席间,你要上卫生间或暂时离席,说声“Excuse me”,同席者就能心领神会了。

- ③ Mr. Brown 布朗先生。Mr. (先生)是 Mister 的缩写,常用于单数男子的姓前(复数男子的姓前用 Messrs[ˈmesəz]),但也可用于职务前,如 Mr. President(总统先生), Mr. Chairman (主席先生), Mr. Editor (编辑先生),等等。

Mrs. (夫人)是 Mistress 的缩写,一般用于已婚女子的夫姓之前。

Miss (小姐),常用于未婚女子的姓前。

Ms. (女士),常用于婚姻状况不明的女子姓氏之前。在美国,对中青年女子流行使用 Ms.。

Sir (先生),用于称呼长者,不知姓名的男子,单独使用,不放到姓名之前。

Madam (夫人),女士,太太,用于对妇女,特别是不知姓名妇女的尊称,单独使用,不放到姓名之前。

- ④ Glad to have met you 正式社交完后告别用语。常用告别用语除了课文中提到的外,还有:“Nice talking to you”(跟你谈得很愉快),“Take it easy”,“Take your time”(相当于汉语中的“慢走,慢走”,“不要急,慢慢走”)。

- ⑤ to keep in touch 保持联系



to keep in touch with sb. 和某人保持联系

to keep in touch with sth. 关心某事

to lose (be out of) touch with sb. 与某人失去联系

⑥ Bon voyage! (法)一路平安!

⑦ come down with 患……病

She is coming down with bronchitis. 她患了支气管炎。

⑧ on the top of the world 幸福到了极点,对一切都感到满意。



LESSON TWO

Making Introductions^①



Conversations

1. Introducing Oneself

W: Let me introduce myself. I'm John West, from America. I'm a tourist and businessman. I have come with an American delegation. We are visiting China at the invitation of the Hunan Travel Service[®] and the Hunan Foreign Trade Company[®].

L: How do you do, Mr. West. I'm Liu Lan, the guide of China Travel Service. I have often heard about you. Glad to have an opportunity of meeting you.

W: How do you do, Ms. Liu? Glad to meet you, too. Now meet my wife. This is my wife, Suzan.

L: How do you do, Suzan? I'm very glad to know you.

S: Glad to know you, too.

L: Hope you enjoy your stay in Changsha.

W & S: Thank you. We'll do.

2. Asking to Be Introduced

W: Will you introduce me to that lady?

L: Yes, I'd like to. (*To the lady*) Hello, Ms. Yang. May I introduce Mr. West to you? This is Mr. West, the general manager of the Far East Industrial Company[®] of America. (*To Mr. West*) And this is Ms. Yang, the director of the Public Relation Department[®] in our company.

