扩展词汇,掌握句型,学会对话——学英语就是这么简单



情景口语王

刘 莉/编著

Learning English in the authentic situation
Helping you conquer oral English
A good mastery of oral English, a bright future for you
Master oral English, be the winner in business



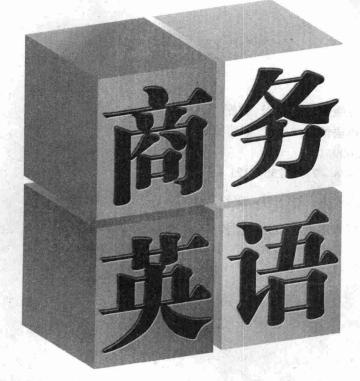
英语词汇

语句型

场景会话

层层突破

完全攻略



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图书在版编目 (CIP) 数据

商务英语情景口语王/刘莉编著.一北京:企业管理出版社,2009.1

ISBN 978 -7 -80255 -121 -3

Ⅰ. 商… Ⅱ. 刘… Ⅲ. 商务 - 英语 - 口语 Ⅳ. H319.9中国版本图书馆 CIP 数据核字(2008) 第 213001 号

书 名: 商务英语情景口语王

作 者: 刘 莉 责任编辑: 肖 峰

书 号: ISBN 978 - 7 - 80255 - 121 - 3

出版发行:企业管理出版社

地 址:北京市海淀区紫竹院南路17号 邮编:100048

网 址: http://www.emph.cn

电 话: 出版部 68414643 发行部 68414644 编辑部 68428387

电子信箱: 80147@ sina. com zbs@ emph. cn

印 刷:香河县宏润印刷有限公司

经 销:新华书店

规 格: 170 毫米 × 230 毫米 16 开本 18 印张 200 千字

版 次: 2009 年 3 月第 1 版 2009 年 3 月第 1 次印刷

定 价: 30.00元

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前言

你知道在商务贸易中应该如何交流吗?你还因为国际贸易中的误解而头痛吗?你还因为语言障碍而失去国外订单吗?本书为你提供了商务活动中各种真实的场景,让你感受真实商务情景下的英语交流,培养自己的语感,提高英语运用能力,成为商务交流中的一座桥。

本书致力于帮助读者提高英语表达能力。全书共分为9个主题,34个场景,每个场景自成一个单元,每单元又各由六部分组成,分别是"词汇扩展"、"常用表达"、"情境对话"、"知识点解析"、"补充阅读"和"轻松一刻"。"词汇扩展"部分提供了各场景下最常用的词汇。"常用表达"里有该场景下实用的口语表达。"情境对话"再现商业贸易中的真实场景,让你亲临商务贸易现场。"知识点解析"提供语言帮助,讲解对话语言中的重点难点。"补充阅读"帮你丰富英语文化知识,提高商务交往技能。"轻松一刻"中,各种原汁原味的英语笑话,让你在学习专业英语的之余,体会英语的幽默,收获愉快轻松的心情。

语言的学习是一个循序渐进的过程。它需要我们牢记单词的含义,理解常用句型及其应用,更需要我们把所学到的语言知识,灵活自如地应用到各种现实场景中,发挥语言的交际作用。最好的方法,莫过于提前了解这些场景,知道母语使用者在这些场景中是如何使用语言的,模仿他们的语言,最后在不知不觉中提高了自己的语言表达能力。

让我们在情景中牢记单词,在情景中运用英语,在情景中提高能力。

编者

Preface

Do you still have no idea about what to say in doing business? Are you still bothered by miscommunication in international trade? Have you still missed foreign business orders because of language barrier? This book provides you with a variety of real scenes in business activities, to give you an idea of English communication in real business circumstances. It will help you develop your own sense of English and improve your language ability, so as to become a bridge in business communication.

The book aims to help the readers improve their ability of speaking English. The whole book includes a total of 9 themes and 34 scenes. Each scene forms a unit of its own and each unit consists of six sections, namely, Words, Useful Expressions, Dialogues, Language Tips, Additional Reading and Time for Fun. In Words, there are all of the most commonly used words and terms concerning the topic. Useful Expressions provides the practical expressions of spoken language in the scene. Dialogues give samples of the real scene in business trade. Language Tips explains important and difficult language points in the dialogue. Additional Reading means to help you enrich your knowledge of English culture and improve your business skills. And Time for Fun is made up of a variety of original English jokes, from which you can experience English humor, and harvest a happy and relaxed mood at the same time of learning.

Language learning is a gradual process. It requires us not only to memorize the meaning of the words and to understand the usage of the sentence patterns, but also to use it naturally in all kinds of daily situations to achieve its function of communication. The best way to do this is to know these situations as early as possible and to have an idea of how native speakers use the language, and then to imitate their way of using the language when you use it and to improve your own ability of speaking without even noticing it.

By studying the scenes, let us bear the words in mind, learn to use English correctly and improve our ability to speak English and to do business.

Editor

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Telephone 电话业务

Words 词汇扩展

operator 接线员 extension 分机 to transfer 转接 to hold on 稍等, 不挂机 to put through 接通 to put sb on 让某人接电话 to leave a message 留言 to take a message 捎个口信

Useful Expressions 常用表达

Can I ask who is calling, please?

Could I speak to Mr. Smith? / May I speak 我可以与史密斯先生通话吗? to Mr. Smith?

I'll put you through.

Can you hold the line please? /Can you 请你先别挂电话,等一会儿好吗? hold on a moment please?

Hold on, please./Hang on, please./One 请稍等。 moment, please. / Just a moment, please. / Just a second, please.

请问你是哪位?

我将为你接通电话。

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I'm afraid Mr Fisher is not available at the moment.

The line is busy.

Mr Jackson isn't in at the moment./Mr Jackson is out at the moment.

Could I take a message?

Would you like to leave a message?

Do you mind if I use your phone?

No, please go ahead.

I'm sorry for calling you this late (early).

I'm calling about tomorrow's meeting.

I'm calling you back.

He's been expecting your call.

Would you mind calling back later? /Could you call back later?

I'll put him on.

Mr. Baker is on Line One.

You have a call from Mr. Hill of ABC.

Your party is on the line.

I'm transferring your call to the sales de- 我把您的电话接到销售部去。 partment.

菲舍先生现在恐怕不方便接电 话。

此线路忙。

杰克逊先生现在不在。

您需要我捎个口信吗?

您想留言吗?

我能借用一下你的电话吗?

可以,请用吧。

真抱歉,这么晚了还(早就)给您

打电话。

我给您打电话是关于明天开会的

事。

我给您回电话。

他一直在等您的电话。

您能过会儿再打吗?

我让他接电话。

贝克先生打来电话,1号线。

ABC 公司希尔先生的电话。

您要找的人来接电话了。

对话 1 Dialogue 1

- A = Operator(接线员)
- B = John(约翰)
- C = Richard(理査)
- A: Hello, ABC Company. How can I help you?
- B: This is John White. Can I have extension 3722?
- A: Certainly, hold on a minute please. I'll put you through.
- C: Philip Wood's office, Richard speaking.
- B: This is John White calling. Is Mr Wood B:我是约翰·怀特。伍德先生在吗? in?
- C: I'm afraid he's out at the moment. Can I C:很抱歉,他现在不在。您需要留言吗? take a message?
- B: Yes, Could you ask him to call me at 3645876. I need to talk to him about the order. It's urgent.
- C: Could you repeat the number please?
- **B**: Yes, that's 3-6-4-5-8-7-6, and this is John White.
- C: Thank you Mr White, I'll make sure Mr. Wood gets this as soon as possible.
- B: Thanks, bye.
- C: Bye.

- A:您好,这里是 ABC 公司。请问您有什么 事情?
- B:我是约翰·怀特。您能帮我接 3722 分机 吗?
- A:好的,请稍等,我将为您接通。
- C:这里是菲力普·伍德的办公室,我是理 査。

- B:好的。麻烦你让他打 3645876 找我。我 需要和他谈谈订单的事,非常紧急。
- C: 您能再说一遍号码吗?
- B:好的,是3-6-4-5-8-7-6,我是约 輸・怀特。
- C:谢谢您,怀特先生。我会尽快告知伍德 先生您的留言。
- B:谢谢,再见。
- C:再见。

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? Dialogue 2 对话 2

A=Jim(吉姆)

B = Mike(迈克)

In this conversation, Jim Smith is the owner of a small company that manufactures boats. He is having a telephone conversation with Mike Hill, owner of a seaside resort.

A: Jim Smith speaking. Who is calling, please?

B: Hi, Jim. This is Mike Hill.

A: Hello, Mike. What can I do for you?

B: I need two boats to rent to guests. Can you give me a price quote?

A: Let me see... Uh, the list price is US \$3,600. You're a valued customer, so I'll give you a 10% discount.

B: That's very reasonable. Do you have them in stock?

A: Sure!

B: That's good. The tourist season is just around the corner, so I need them pretty quick. What's the earliest shipping date you can manage?

A: They can be ready for shipment in 1-2 weeks.

B: Perfect. What's the total CIF price, Jim?

A: Hang on ... The price will be US \$8,000 to your usual port. Do we have a deal?

在这则对话中, 吉姆·史密斯是一家小船只制造公司的业主。他正和一家海滨度假地的业主迈克·希尔在电话里交谈。

A:我是吉姆·史密斯,请问你是哪位?

B: 吉姆, 你好! 我是迈克·希尔。

A: 迈克, 你好! 需要我为你做什么吗?

B: 我需要两只船租给游客。你能给 我个报价吗?

A: 让我想想……呃,报价单上是 3,600美元。您是我们的重要客 户,我会给你10%的折扣。

B: 那很合理。你们有现货吗?

A: 当然有!

B: 那很好。旅游旺季就要到了,所以 我急需它们。你最早的发货日期 是什么时候?

A: 可以在1-2周内准备好装船。

B: 棒极了。到岸价格是多少, 吉姆?

A: 稍等……价格是8,000 美元,到原 . 先的港口。成交吗?

- B: You bet! Send me a fax with all the information, and I'll send you my order right away.
- B: Great! Nice doing business with you again, Jim. Bye for now, and say hello to the family for me.
- A: Will do, and the same goes for me. Bye, Mike.
- B: 当然! 给我发一份所有相关信息 的传真,我会立即下订单。
- B: 好极了! 很高兴再次和你做生意, 吉姆。那再见了,带我问你家人 好。
- A: 我会的,也带我问侯你家人。再见,迈克。

? Language Tips 知识点解析

- 1. Is Mr. Wood in? 是问伍德先生是否在办公室。这里的 in 是副词,表示位置。
- 2. Richard/Jim Smith speaking, Nice doing business with you again,和 Will do 都是省略形式,它们的完整形式分别是 Richard/Jim Smith is speaking, It is nice doing business with you again,和 I will do. 这些口语中的省略形式虽然不符合语法,却仍能传达意思,因此也被人们所接受。它们体现出口语的自然灵活。
 - 3. price quote 报价
- 4. in stock 存货,现有,备有。例如: The shop has plenty varieties of goods in stock. 商店有种类繁多的存货。
- 5. around the corner 是个习语,可指距离上非常近,也可指时间上即将到来。例如:The hospital is around the corner. 医院距此很近。The Spring Festival is around the corner. 春节将要来临。
- 6. CIF price:到岸价格,指包含成本,保险费和运费的价格。CIF 是由 Cost, Insurance,和 Freight 三个单词的第一个字母大写组成。指当货物在装运港越过船舷时(实际为装运船舱内),卖方即完成交货。货物自装运港到目的港的运费保险费等由卖方支付,但货物装船后发生的损坏及灭失的风险由买方承担。
- 7. You bet! 口语中用来代替 Yes,表示肯定,强调对方的猜测是正确的,或对方的建议非常好。例如:

Are you happy? 你高兴吗?

You bet! 那还用说!

? Additional Reading 补充阅读

商务贸易常用简写

- 1. B/L bill of lading 提单
- 2. L/C letter of credit 信用证
- 3. D/P documents against payment 付款交单
- 4. D/A documents against acceptance 承对交单
- 5. T/T telegraphic transfer 电汇
- 6. CFR cost and freight 成本加运费价格
- 7. C. I. F cost, insurance and freight 到岸价格
- 8. F. O. B free on board 离岸价
- 9. F. A. Q fair average quality 良好平均品质
- 10. FCL full container load 整箱货
- 11. LCL less than container load 拼箱货
- 12. D/D demand draft 即期票汇
- 13. P. A particular average 单独海损
- 14. F. P. A free from particular average 平安险
- 15. W. P, A with particular average 水渍险
- 16. G. A general average 共同海损
- 17. LIBOR London inter bank offer rate 伦敦银行同业拆借利率
- 18. EXW ex works 工厂交货
- 19. FCA free carrier 货交承运人
- 20. DAF delivered at frontier 边境交货
- 21. DES delivered ex ship 目的港船上交货
- 22. DEQ delivered ex quay 目的港码头交货
- 23. DDU delivered duty unpaid 未完税交货
- 24. DDP delivered duty paid 完稅后交货
- 25. M/T mail transfer 信汇
- 26. S/O shipping order 装货单
- 27. G. S. P generalized system of preferences 普通优惠制
- 28. C. C. V. O combined certificate of value and origin 估价和原产地联合证明书

- 29. A. W. B air way bill 空运提单
- 30. A/V ad valorem 从价
- 31. C. O. D cash on delivery 货到付款
- 32. D/W deadweight 重量货物
- 33. D. W. T deadweight tonnage 载重吨位,重量吨位
- 34. D. P. V duty paid value 完税价格
- 35. E/D export declaration 出口申报单
- 36. GATT General Agreement on Tariffs and Trade 关税及贸易总协定
- 37. L/G letter of guarantee 担保书,保证书
- 38. M/T metric ton 公吨
- 39. N/N non negotiable, not negotiable 非流通的,不可转让的
- 40. O. B/L ocean bill of lading 海运提单
- 41. S/D sight draft 定单号数
- 42. S/D sight draft 即期汇票
- 43. NTB non tariff barrier 非关税壁垒
- 44. T. P. N. D theft , pilferage and non delivery 偷窃提货不着
- 45. W. W warehouse to warehouse 仓至仓
- 46. Yd(s) yards 码
- 47. W/M weight or measurement 重量或体积
- 48. W. R. (W/R) war risk 战争险,兵险
- 49. U. L. underwriter laboratories 美国保险人公会所设的检验机构
- 50. T/R trust receipt 信托收据

? Time for Fun 轻松一刻

Early Shopper

It was Christmas and the judge was in a benevolent mood as he questioned the prisoner. "What are you charged with?" he asked.

- "Doing my Christmas shopping early," replied the defendant.
- "That's no offense." replied the judge, "How early were you doing this shopping?"
- "Before the store opened," countered the prisoner.

Fax 传真接发

○ Words 词汇扩展

to send a fax 发送传真 to receive a fax 接收传真 fax number 传真机号码 file 文件 archive 档案 cover sheet 封页纸张 feeder tray (传真机中的)输入盘 to plug sth. in 将…插入 recipient 接收人 destination fax machine 目标传真机 pantelegraph (早期的)传真电报 sensor 传感器 modem 调制解调器 receiver 接收器 display screen 显示屏 optical scanner 光电扫描仪

access code 接入码 activity journal 活动日志 adding or inserting sheets 添加或放 人纸张 adding the cover 增加封页 air vent 通风口 alarm 报警器,报警音 alarm lamp/light 报警指示灯 assigned number 分配号 * to block junk fax 阻止垃圾传真 fax call 传真信号 fax document 传真原稿 fax exit 传真出纸口 fax forwarding 传真转发 fax number 传真号码 fax tone 传真音

O Useful Expressions 常用表达

Please turn the fax machine on.

You have to know the fax number of the destination fax machine.

I can not fax because the fax machine can not work.

The fax machine needs to be plugged into a power source and also into a working phone jack.

Gather the documents you want to send and put them in the order you want them to be received.

Lay the documents face-up in the fax machine feeder tray with the coversheet on top.

Dial the recipient's fax number.

The fax machine will first scan each of the document pages into its memory.

Press the send button and the machine will send the documents to the person you have dialed.

Wait until all the pages have gone through and you receive confirmation.

If the fax machine has a small display screen, look for a confirmation that the fax went through.

Some fax machines will also print out a short confirmation report.

请启动传真机。

你需要知道目标传真机的传真号 码。

我传真不了,因为传真机坏了。

传真机需要接通电源并连入一个 工作的电话听筒的塞孔中。

收集好你要传真的文件并把它们 按你需要的接收顺序排列。

把(需要传真的)文件正面向上放 在传真机的输入盘中,把封页纸 张放在最上面。

拨接收者传真机的号码。

传真机会首先将文件中的每一页 扫描到它的存储器中。

按下传送键,传真机会将文件传 送到你拨叫的传真机使用者那 里。

等到文件的每一页都通过传真机, 并且你收到了确认发送的信息。

如果传真机有一个小显示屏,则在显示屏上查找传真已发送的确认 通知。

一些传真机也会打印出一份确认 发送的简短报告。

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You can then call the recipient to make sure he not only has received the documents but that they are legible.

Make sure that there's enough printer paper loaded in the fax machine's paper tray.

The fax machine will automatically begin to print each page of the fax.

Check the coversheet to make sure you received as many pages as were sent.

If it's an important document, call or e-mail the sender to confirm that you received the fax. 然后你可以打电话给接收者,不 仅要向他确认是否已收到文件, 还要确认文件是否清晰可读。

确认传真机的送纸盘中装有足够 的复印纸。

传真机会自动开始打印传真的每 一页。

对照封页纸,以确保收到所发送 传真的每一页。

如果是重要文件,收到传真后打 电话或发邮件告知发送方,传真 已收到。

② Dialogue 1 对话 1

A=Vivian Mill(维维安・米尔)

B = Zhang Ying(张颖)

Zhang Ying and her colleague Vivian Mill are talking about the fax machine their department has just bought in their office.

- A: Zhang, have you seen the new fax machine our department has just bought?
- B: Definitely! It is beautiful. I like it. I have dreamed for a fax machine in our department for a long time.
- A: Why are you so crazy about the fax machine?

张颖和她的同事维维安・米尔在办公室里 谈论他们部门新买的传真机。

- A: 张,你看到了我们部门新买的传真机了 吗?
- A: 当然了! 很漂亮,我喜欢。我一直就希望我们的部门能有台传真机。
- A: 你为什么对传真机如此喜欢啊?