



实用英语口语高频话题

The High Frequency
Practical Spoken English Topics

作者权威 ★ 语言规范 ★ 涵盖面广 ★ 语音纯正

商务 英语口语

北京大学 刘延平 主编
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The High Frequency
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商务英语口语 of
Business

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- 主题涉猎广泛，分类清晰，囊括所有高频情景话题材料
- 体例安排科学合理，内容丰富实用，贴近生活
- 材料生动活泼，语言难度适中，语音纯正、地道，原汁原味
- 培养跨文化交际观念，增进了解语言的文化功能

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PREFACE

前言

随着我国经济加入国际大循环的节奏不断加快，人们对交际英语口语能力的要求也在进一步提高。在一些正规、非正规场合，一口礼貌得体的交际英语、一段用纯正英语所作的文采四溢的即兴演讲，无疑会使你的同行和朋友刮目相看，同时为你带来意想不到的效果和收获。如何用英语和他人自如地交流成为众人关注的热点。面对读者迫切希望在短时间内快速提高英语口语交流能力的要求，我们精心编写了“**实用英语口语高频话题**”丛书。该丛书共 11 本，分别为：

《情景英语口语》

《外贸英语口语》

《旅游英语口语》

《社交英语口语》

《商务英语口语》

《娱乐休闲英语口语》

《外企白领英语口语》

《文秘会话英语口语》

《酒店职员英语口语》

《餐饮业职员英语口语》

《金融业职员英语口语》

该丛书涵盖了日常生活的各个方面，旨在让广大英语学习者更好地使英语学习走向生活，在生活中学，为生活而用。该丛书将全面提升你的交际英语口语水平。

语言是交流的工具，语言学习的最好方法是“以练为本”。大家都知道“说”很重要，用跟自己生活没有关系的材料练习口语，根本不算“使用语言”。要使用语言，说话的人必须有沟通和表达的欲望；所说的内容也必须是“不吐不快”。本丛书对话取材于日常生活，以使大家的学习达到事半功倍的效果。而这也正是本丛

书策划的初表。

《实用英语口语高频话题——商务英语口语》一书以“源自社交”为基本原则来选取素材，包含了商务过程的各个方面，从商务生活到商务娱乐过程中的各个环节，从商务的内部办公到商务桌上谈判过程的点点滴滴，全景式地为读者展现商务生活，力求使读者了解商务生活的每一个细节，让你在学的过程中感受到商务生活的美好。

“实用英语口语高频话题”丛书真诚地希望能够在生活的各个方面成为广大英语爱好者的帮手。

我们在编撰这套丛书时，力求做到语言表达纯正、地道、简洁、实用。无论你是在校的学生还是已经走上工作岗位的人士，我们相信本丛书一定会让你兴趣盎然、轻松高效地学习英语，并提高英语口语交际能力。我们真诚地希望“实用英语口语高频话题”丛书能够成为广大英语学习者的良师益友，使你能在短期内快速提高英语口语水平。

参与本书编写的除了主编刘延平、董亮外，还有张艳霜、张一平、董倩、李铁红、王芳、陈欢、黄艳萍、连庆林、汪华、郝显纯、王德军、高鹏、李雪以及国外的朋友 Mary Tang, James Lee。另外，北京大学光华管理学院和清华大学经管学院的部分专家和教授给予了很大的支持和帮助，David Daniel 为本书的审订和修改付出了大量的辛劳，在此表示由衷的感谢。

由于作者水平有限，错误和疏漏之处在所难免，诚望读者批评指正。

本书的音频材料由美国语言教育专家 Joe Edwards 先生和 Sharon Gralapp 女士朗读。他们还审阅了本书。

编者

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Unit 7

Preparing for Meetings

Unit 7 Grammar and Sentence Patterns

请检查会议室的可用性。

Please check on the availability of the

会议室。

conference room for that day.

请在开会前通知客人。

Please notify the guests before the

会议。

meeting.

请把这项议程添加到会议中。

Please add this item to the

会议议程。

agenda.

请让每个人都来。

Please let everybody come.

我想保留20分钟。

I'd like to keep each item to twenty

分钟。

minutes, otherwise we'll never get

完。

through.

请检查麦克风和扩音器。

How about the microphone and

扩音器？

speakers?

您为会议准备了纸和笔吗？

Have you prepared some paper and

笔？

pens for the attendees?

我想从上午10点开始开会。

I'd like to start the meeting at ten

点。

o'clock this morning.

总经理让我在会上做一个报告。

The general manager asked me to

做一个关于去年公司销售情况的报告。

report on the company's sales for last

年。

year at the meeting.

请把议程放在桌子上。

Please put the agenda on the table.

明天下午开会。

Tomorrow afternoon we'll have to

开会。

take the meeting this afternoon.

这很难，而且有必要。

That's very difficult and hardly

有必要记录一下讨论的题目和结果。

ever necessary.

您只要记录一下讨论的题目和结果就

行了。

discussed and the result of the discussion

Daily Business

日常商务

Part 1

Unit 1

Preparing for Meetings 会前准备

Key Expression and Sentence Patterns 关键句型

1. Would you please check on the availability of the conference room for that day?
你负责去查一下那天会议室的使用情况。
2. Where do you prefer to meet the guests before the meeting starts?
会议开始前在哪里迎接客人?
3. Do you think it necessary to add this item to the agenda?
你认为有必要在议程里增加这一项吗?
4. Good idea! In that case, everybody could pay attention to it.
好主意! 这样每个人都会注意它。
5. I'd like to keep each item to twenty minutes; otherwise we'll never get through.
我打算每项讨论 20 分钟, 否则我们永远也讨论不完。
6. How about the microphone and speakers?
麦克风和喇叭准备得怎么样?
7. Have you prepared some paper and pencils for the attendants?
你为与会者准备了纸和铅笔吗?
8. I come to tell you about a meeting scheduled from ten o'clock this morning.
我来告诉您今天从上午 10 点开始的会议议程。
9. The general manager asked me to report on the company's sales for last year at the meeting.
总经理让我在会上做一个关于公司去年销售额的报告。
10. I've put the minute-book and some paper copies of the agenda on the table.
我已将会议记录本和一些会议事项的复印件放在桌子上。
11. I've come to tell you that you'll have to take the minutes this afternoon.
我是来告诉你, 今天下午由你做会议记录。
12. That's very difficult and hardly ever necessary.
那样太难, 并且没有必要。
13. You just make a note of the topics that are discussed and the result of the discussion.
你只要记录一下讨论的题目和结果就够了。

Pop Conversations 热门话题

Conversation 1

Manager: Would you please check on the availability of the conference room for that day? **经理:** 你负责去查一下那天会议室的使用情况。

Liu Yang: OK. If that time slot is open, I'll reserve it. **刘杨:** 好的。如果那个时间会议室闲着,我就预订下来。

Manager: Where do you prefer to meet the guests before the meeting starts? **经理:** 会议开始前在哪里迎接客人?

Liu Yang: Let me see, in the next office. **刘杨:** 我想一下,在隔壁办公室。

Conversation 2

Liu He: Do you think it necessary to add this item to the agenda? **刘贺:** 你认为有必要在议程里增加这一项吗?

Shang Li: Yes. It's really important. **尚丽:** 是的。它很重要。

Liu He: How about placing it at the beginning? **刘贺:** 把它放在开头怎么样?

Shang Li: Good idea! In that case, everybody could pay attention to it. **尚丽:** 好主意!这样每个人都会注意它。

Liu He: So there're altogether five items on the agenda. I'd like to keep each item to twenty minutes; otherwise we'll never get through. **刘贺:** 那么议程里共有五项。我打算每项讨论 20 分钟,否则我们永远也讨论不完。

Shang Li: Fine. Then the meeting is due to finish at four o'clock. **尚丽:** 好的。这样会议应该在 4 点结束。

Conversation 3

Mr. Dickens: Is the room ready for the meeting, Miss Chen? **迪更斯先生:** 陈小姐,会场布置好了吗?

Miss Chen: Yes, Mr. Dickens. Everything is ready. **陈小姐:** 是的,迪更斯先生,都布置好了。

Mr. Dickens: How about the microphone and speakers? **迪更斯先生:** 麦克风和喇叭准备得怎么样?

Miss Chen: I also have got them ready for the meeting. **陈小姐:** 我也已经准备好了。

Mr. Dickens: Good. Have you prepared some paper and pencils for the attendants? **迪更斯先生:** 很好,你为与会者准备了纸和铅笔吗?

Miss Chen: Yes, paper and pencils have been laid out by their name cards on the conference table for each attendant. **陈小姐:** 是的,准备好了。供与会者们使用的纸和铅笔都按他们的名片放在会议桌上了。

Conversation 4

Liu Shan: Mr. White, I come to tell you about a meeting scheduled from ten o'clock this morning.

刘珊: 怀特先生, 我来告诉您今天从上午 10 点开始的会议议程。

Mr. White: Oh, that's right. And the general manager asked me to report on the company's sales for last year at the meeting.

怀特先生: 噢, 好吧, 总经理让我在会上做一个关于公司去年销售额的报告。

Liu Shan: By the way, the meeting will be held in your office, not in the conference room.

刘珊: 顺便说一下, 会议在您的办公室举行, 而不是在会议室。

Mr. White: OK, thank you very much.

怀特先生: 噢, 太好了, 谢谢你。

Liu Shan: Not at all. That's what I should do.

刘珊: 不用客气, 这是我应该做的。

Conversation 5

Jack: Is the room ready for the meeting, Miss Zhou?

杰克: 周小姐, 会议室准备好了吗?

Miss Zhou: Yes. I've put the minute-book and some paper copies of the agenda on the table. And paper and pencils have been laid by their name cards on the conference table for each attendant.

周小姐: 是的, 我已将会议记录本和一些会议事项的复印件放在桌子上, 并且纸和笔都放在每一位出席者的名片旁边。

Jack: Thank you. How about the microphone and speakers?

杰克: 谢谢你, 麦克风和喇叭呢?

Miss Zhou: I also have got them ready.

周小姐: 我也准备好了。

Jack: Good. I've come to tell you that you'll have to take the minutes this afternoon.

杰克: 好极了。我是来告诉你, 今天下午由你做会议记录。

Miss Zhou: Should I write down every word that everyone says?

周小姐: 我要记下每个人说的每句话吗?

Jack: No, you needn't. That's very difficult and hardly ever necessary. You just make a note of the topics that are discussed and the result of the discussion.

杰克: 不是的, 那样太难, 并且没有必要, 你只要记录一下讨论的题目和结果就够了。

Miss Zhou: And should I type out the minutes from the notes?

周小姐: 我还要把会议记录打印出来吗?

Jack: Yes, of course.

杰克: 当然了。

Word Service Station 词语加油站

agenda 议程

conference 会议, 讨论会, 协商会

microphone 扩音器, 麦克风

schedule 时间表; 进度表

availability 可用性, 实用性; 有效性

item 项目, 条款

reserve 预定; 储备; 留出

slot 硬币投币口; 狭通道; 空档

Enjoyment Station 快乐驿站

Jackal and Lion

There is a story about a jackal that was going to be eaten by a lion. The jackal said to the lion, "No, please, you can't eat me! You can't eat me! This will be a great mistake. If you eat me, that will be terrible, that will be a disaster, that will be the end of the world!" The lion was very puzzled and said, "How come? How come if I eat you, the world will end?" The jackal said, "Because if you eat me that will be the end of the world for me!"

豺和狮子

有个故事说, 一只豺快被狮子吃掉了。豺对狮子说: “别, 别! 你不能吃我! 你不能吃我! 这是一个天大的错误! 如果你吃了我, 那就惨了, 会有灾难, 会是世界末日!” 狮子满脸疑惑地问: “为什么把你吃掉就会是世界末日?” 豺回答: “如果你吃了我, 就是我的世界末日啊!”

Unit 2

Speaking at Meetings 会议发言

Key Expression and Sentence Patterns 关键句型

1. I would like to get everyone's opinion on the issues. 有关这些问题, 我希望能获得每个人的意见。
2. It's my honor to start the ball rolling. 我很荣幸第一个发言。
3. I assume everybody has previewed the profit and loss statement. 我想大家都已经看过损益表了。
4. Why doesn't it include the payment by BCD company? 为什么上面没有 BCD 公司的货款?
5. My presentation will show you how we can work together and achieve the win-win situation. 我的发言会表示我们如何合作并达到双赢的效果。
6. There are three parts in my presentation: people, processes, and products. 我的发言分三部分: 人员、流程和产品。
7. I wanted to know whether this problem is a general one or not. 我想弄清楚这个问题是不是一般性的。
8. They regard it more as an inconvenience than as a serious production problem. 他们认为只是麻烦, 但并没有把它看作是重大的生产问题。
9. May I suggest that we proceed in order and take a look at the proposed campaign first? 我建议, 我们是不是按程序继续进行, 先研究一下所提出的宣传计划呢?

Pop Conversations 热门话题

Conversation 1

Manager: I would like to get everyone's opinion on the issues.

Mr. Smith: We all expect to have the chance.

Manager: Really, Mr. Smith? Then the floor is yours.

Mr. Smith: Certainly. It's my honor to start the ball rolling. In my opinion...

经理: 有关这些问题, 我希望能获得每个人的意见。

史密斯先生: 我们都盼着发言呢。

经理: 是吗, 史密斯先生? 那你能评论一下吗?

史密斯先生: 当然, 我很荣幸第一个发言。在我看来……

Conversation 2

Paul: The next item is the financial report. Now the treasurer has the floor. **保罗:** 下一项是财务报告。现在由财务主管发言。

Susan: Thank you. I assume everybody has previewed the profit and loss statement. Then I'll make an explanation. **苏珊:** 谢谢。我想大家都已经看过损益表了。下面我来解释一下。

Paul: Why doesn't it include the payment by BCD company? **保罗:** 为什么上面没有 BCD 公司的货款?

Susan: The statement is made at the end of the month and their check was a few days late, so it missed the cutoff point. **苏珊:** 这个报表是在月底做的, 他们的支票晚了几天进账, 所以错过了截止日。

Paul: Will the payment be shown in the next month report? **保罗:** 在下个月的报表上能看到这笔货款吗?

Susan: Yes. **苏珊:** 是的。

Conversation 3

Rena: My presentation will show you how we can work together and achieve the win-win situation. **丽娜:** 我的发言会表示我们如何合作并达到双赢的效果。

Peter: That's what we would like to hear. **彼得:** 这正是我们想知道的。

Rena: There are three parts in my presentation: people, processes, and products. **丽娜:** 我的发言分三部分: 人员、流程和产品。

Peter: Sounds good. Please go ahead. **彼得:** 听起来不错, 请继续吧。

Conversation 4

Manager: Well, gentlemen, as you know, the purpose of this meeting is to make a preliminary evaluation of product CP21. At this stage we have three main points to consider—you have them on your agenda. The first one is: potential market. Tom, what can you say about that? **经理:** 喂, 先生们, 你们都知道, 本次会议的目的是对新产品 CP21 作投产前的预估。在现阶段, 我们要考虑的主要有三点——这三点在你们的议事日程上都有了。第一点是潜在的市场。汤姆, 关于这一点你能谈谈吗?

Tom: I asked the four regional managers to do two things. Firstly, to make a rough estimate of the number of customers in their territory who might be interested, and secondly, to **汤姆:** 我曾请四位区域经理做了两件事。第一是粗略估计在他们的地区内, 有多少顾客对这个新产品可能会感兴趣; 第二是听取其中

sound out one or two of these—very diplomatically of course—and find out their reactions. Basically, I wanted to know whether this problem is a general one or not.

Manager: And what were their findings?

Tom: Well, it seems the problem is more general than we realized. But most people just accept it, they regard it more as an inconvenience than as a serious production problem.

Manager: Do you think the idea has sales potential?

Tom: Yes, I do. The results obtained by Jones Electronics are quite impressive.

Manager: Thank you. Now, the next item to consider is the probable cost of going into production. Bill, can you give us some idea of the investment required?

一些人的意见——当然要十分机智——了解他们的反应。基本上我想弄清楚这个问题是不是一般性的。

经理: 他们调查的结果如何?

汤姆: 嗯, 问题似乎比我们意识到的更为一般化。但是大多数人只是接受问题而已。他们认为只是麻烦, 但没有把它看作是重大的生产问题。

经理: 你是否认为这个新产品具有销售潜力?

汤姆: 是的, 我认为如此。琼斯电子公司所取得的结果给人留下了相当深刻的印象。

经理: 谢谢你。现在要考虑的下一个事项是关于投产所需的估算成本。比尔, 你可否给我们谈点投资方面所需的意见?

Conversation 5

Manager: Shall we begin, ladies and gentlemen? I believe you've all had a chance to read the minutes of our last meeting. Shall we accept them as written?

Pat: I make a motion to accept them.

Mary: I second the motion.

Manager: All in favor? ... Accepted unanimously. Now, to the business of the day: our new line of screwdrivers and wrenches. It seems that we're about to take the market by storm. Mary, why don't you take it from here?

Mary: Thank you, Mr. Smith. Our research shows there's a great potential market for our new products. As a matter of fact, all we need now is a good promotional push. I understand that Mr. Milton has worked out an

经理: 女士们, 先生们, 我们现在开始开会吧? 我想你们都已经看过上次会议的会议记录了。我们是不是同意呢?

帕特: 我同意。

玛丽: 我支持。

经理: 都同意? ……全数通过。现在转入今天的正题, 就是我们的新的螺丝刀和扳手生产线的事儿。看来我们要迅速占领市场。玛丽, 你是不是就从这儿开始呢?

玛丽: 谢谢, 史密斯先生。我们的研究证明, 我们的新产品具有很大的潜在市场。事实上, 我们现在唯一需要的就是极力促销。我知道弥尔顿先生已经为我们制订出

Pat: (He interrupts) I'd like to make a suggestion. Since we're introducing something completely new, I think we need completely new names. We have to show that we're modern, up-to-date, progressive.

Mary: May I suggest that we proceed in order and take a look at the proposed campaign first?

Manager: Certainly. If there are no objections, Mr. Milton will proceed to outline the campaign.

了精彩的广告宣传计划。

帕特: (打断)我想提个建议。既然我们要推出一种全新的产品,我觉得我们就需要全新的产品名称。我认为我们得证明我们的产品是最现代、最新式和最先进的。

玛丽:我建议,我们是不是按程序继续进行,先研究一下所提出的宣传计划呢?

经理:当然。如果没有反对意见的话,就请弥尔顿先生开始大概地谈一下这个计划。

Word Service Station 词语加油站

assume 采取; 呈现

floor (大会)发言权

issue 问题; 结果

preliminary 预备的; 初步的

roll 滚动, 滚转; (使)摇摆

financial 财政的, 金融的

inconvenience 麻烦, 不方便之处

potential 可能的; 潜在的

profit 利润; 益处, 得益

treasurer 财务员, 出纳员

Enjoyment Station 快乐驿站

Save Much More

"You will be pleased with me today, mother," said Dick to his mother, coming home from school. "I saved on fares. I didn't go to school by bus, I ran all the way after it."

"Well," said his mother laughing, "next time you should run after a taxi, you will save much more."

省下更多

"妈妈,你今天一定会对我满意的,"迪克放学回家后对妈妈说,"我省下了车钱。我上学时没乘公共汽车,而是跟着公共汽车一路跑到学校的。"

"哦,"他妈妈笑着说,"下次你跟在出租汽车后面跑,那会省得更多。"