



商贸英语

900句



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编者说明：

在中国加入 WTO，经济全球化、一体化加快的今天，每一名参与国家建设的劳动者都应该掌握基本的英语技能，以便更好地建设祖国的社会主义精神文明和物质文明。遵照杭中茂院长的指示，我们用两个月的时间查阅大量资料编成此书。本书精选了在生活、工作和学习中出现频率较高的日常商务英语口语，目的是使我院同学使用本书后，能在实际的环境中流利而熟练地完成各项涉外商务活动，做到有

备无患和融会贯通，不断提高口语表达能力和实际运用能力。

编者

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(一) 外事接待篇

Greeting and introduction

1. How do you do?
你好。
2. How are you doing?
近来好吗?
3. I am all right, thanks.
还算好, 谢谢。
4. I am Li Ping from A&B Company.
我是 A&B 公司的李平。
5. Pleased to meet you.
很高兴认识你。
6. We have been looking forward to your visit to our company.
我们一直盼望你来访问我们的公司。
7. I am very happy to meet you.

见到你我很高兴。

8. May I introduce myself?
请允许自我介绍一下?
9. Hello, my name is Li Ping.
我叫李平。
10. I represent A&B Company to meet you.
我代表 A&B 公司来接你。
11. Welcome to Wuxi.
欢迎到无锡。
12. I have heard of your company so much.
久闻你们公司的大名。
13. Our company has assigned me to be
your host here in Wuxi.
您在无锡逗留期间，公司让我来接待
您。
14. Let me introduce Mr. Fang who will
look after you during your stay here.
这位是方先生，你在这里逗留期间由
他接待。

15. He's tied up.
他走不开。
16. At your service
乐意为你效劳。
17. It's most thoughtful of you to make all
the necessary arrangements for me.
你们想得真周到，为我作好了一切必要的安排。
18. How's your flight, Mr. Brown?
布朗先生一路上还好吧？
19. May I help you with your baggage?
我可以帮助你拿行李吗？
20. After you, please.
你先走，请。
21. The car will send you straight to Wuxi
Grand Hotel.
这辆车将直接送你去无锡大饭店。

Reception and hosting

22. We are going to have a banquet at

Taihu Hotel tonight in your honor.

今天晚上我们将在太湖饭店为您设宴洗尘。

23. May I introduce you to Mr. Pierce, Marketing Manager of our company?

请允许我向您介绍一下 Pierce 先生，我们公司的市场部经理。

24. I'd like you to meet Paul Lefere, the director of the International Hotel Group.

我想要你见见国际饭店集团主管保罗·勒菲尔先生。

25. She's the second most powerful woman in our company.

她是我公司中第二号有权人物。

26. He is in charge of the department.

他负责本部门工作。

27. Make yourself feel at home.

请随便一些。

28. He's a difficult person to do business with.

他是一个不易打交道的人。

29. Glad to meet you.

很高兴认识你。

30. I'm delighted to meet you.

很高兴认识你。

31. It's my pleasure to be here.

能到这里来是我的荣幸。

32. I've heard a lot about you.

久仰大名。

33. I know him very well by reputation.

我是久闻他的大名。

34. It gives me such a great pleasure to meet you.

认识您真的很高兴。

35. Confucius once said, "What a joy it is

to have friends coming from afar”

孔子曰：有朋自远方来，不亦乐乎。

36. Where are you from, Mr. Chen?

陈先生您是哪儿人？

37. I am from America, Californian, to be exact.

我来自美国，确切的说是加利福尼亚。

38. How do I address you?

我怎么称呼你？

39. I am afraid you have the wrong person.

我想你认错人了。

40. I see.

我知道了。

41. By the way, my name is John Smith.

顺便说一下，我叫约翰·史密斯。

42. What was your name again?

请再说一次你的名字好吗？

43. Is he any good at business?

他做生意行吗？

44. It's my first day here.

这是我第一天来上班。

45. I think I can do that well.

我想我能干好。

46. It is a small world.

这世界真小。

47. Which flight is delayed?

哪一次航班推迟起飞了？

48. There's a car waiting for you.

车子在等您呢。

49. Hello, Mr. Brown, how nice to see you again!

你好，布朗先生，真高兴又见到你了！

50. What a coincidence!
太巧了!
51. Is this your first trip to China?
此行是您第一次来中国吗?
52. How's business these days?
近来生意怎么样?
53. You'll be here for two days, right?
你将在这儿逗留两天, 是吗?
54. You must be very tired after your long trip.
长途旅行后您一定很累了。
55. How long do you intend to stay?
请问您准备在此逗留多久?
56. Here is my card.
这是我的名片。
57. I've booked them for you.
我已经为你们定了房间。

58. You're g
believe.
我相信这...
59. Let's separate, and meet again in thirty
minutes.
我们先分手，半小时后再见面。
60. Let's dine out this evening. It's on me.
今晚我们出去吃，我请客。
61. He'd like to invite you to dinner at
Great Restaurant.
他打算请你去大饭店吃饭。

Making arrangement

62. Welcome. Please sit down.
欢迎，请坐。
63. Can I make an appointment to see
manager Jones?
我是否可以约见经理琼斯？

64. Sorry, Mr. Brown has an engagement for this week.

对不起，布朗先生这星期内均有约了。

65. Can you meet toward the end of next week?

你们在下星期近周末的时候见面，好吗？

66. Well, I'll be in touch with you next week.

那么，下周我跟你联系吧。

67. Mr. Manager, here is my business card.

经理先生，这是我的名片。

68. I'll be at your company at six to pick you up.

好的。我六点钟到你公司来接你。

69. We have worked out a tentative itinerary for your four days in Wuxi.

我们给您在无锡的四天活动作了初