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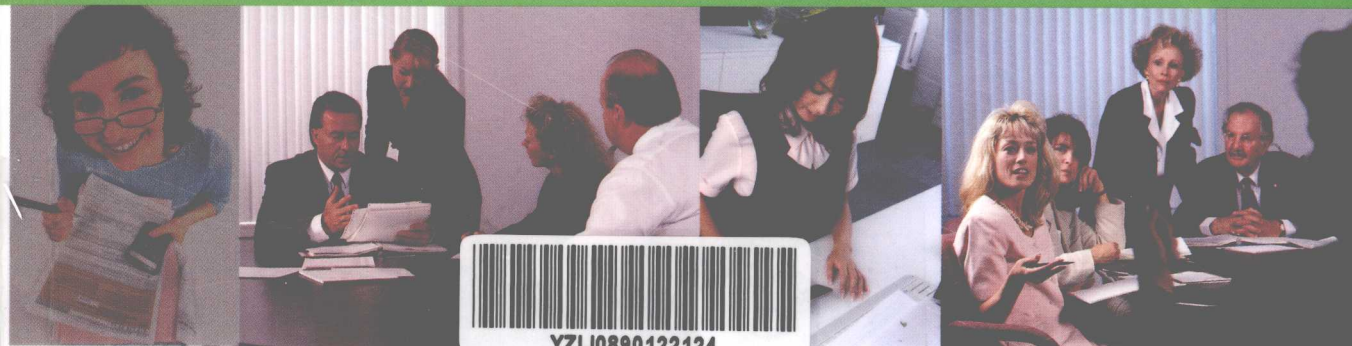
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PRACTICAL SPOKEN ENGLISH TALK SHOW

美语会话脱口秀系列

外贸英语口语大全

李雪 李铁红 范宏博 主编 [美]Michael Anderson 审订



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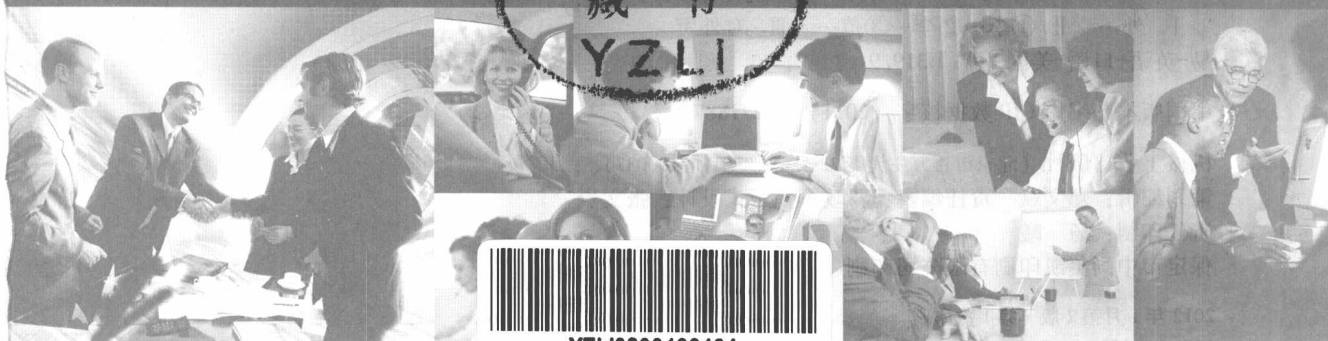
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书以“源自外贸”为基本原则来选取素材。本书分为外宾接待、外贸出差、市场营销、贸易形式、外贸办公、商品报关和贸易实务7个部分，几乎涵盖了外贸场景的各个方面，实用性和知识性并重，意在把读者带到英语语境中，全新开发读者的语言潜力。读者把这些口语要素积累下来，就成了脱口而出的“鲜活会话”了。

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前言

Preface

随着社会的发展和国际交往的日益频繁，英语已经进入我们生活的各个方面，社会对英语口语水平的要求也越来越高。为了满足社会不同层次、从事不同工作的初级和中级英语学习者对日常英语的不同需要，我们精心编写了“美语会话脱口秀系列”丛书。本丛书包括《外企白领英语口语大全》、《文秘会话英语口语大全》、《社交英语口语大全》、《商务英语口语大全》、《情景英语口语大全》、《酒店职员英语口语大全》、《餐饮业职员英语口语大全》、《金融业职员英语口语大全》、《售货员英语口语大全》、《旅游英语口语大全》、《外贸英语口语大全》、《娱乐休闲英语口语大全》、《财会英语口语大全》、《公务员英语口语大全》和《面试英语口语大全》，共15本。

本丛书几乎涵盖了所有日常生活、工作场景所需要的基本英语用语，可供广大读者和英语爱好者灵活选用。丛书以场景对话为主要内容，使读者在阅读中有身临其境的感觉，还包括关键句型、词语加油站、开心一刻。关键句型列举出各场景中出现频率最高的语句，供读者学习、模仿、熟记和运用。词语加油站精选出常用的重点词汇，为读者扫除词汇障碍。

《外贸英语口语大全》一书以“源自外贸”为基本原则来选取素材。本书分为外宾接待、外贸出差、市场营销、贸易形式、外贸办公、商品报关和贸易实务共七个部分，几乎涵盖了外贸场景的各个方面，实用性和知识性并重，意在把读者带到英语语境中，全新开发读者的语言潜力。读者把这些口语要素积累下来，就成了脱口而出的“鲜活会话”了。本书在编写过程中，力求保证英语口语的原汁原味，读者可以身临其境，融入英语会话的情景当中，通过学习和实践，更快、更准地把握英语口语的精髓！

事实证明，英语学习的最好方法就是听与说的有机结合，而听、说也要尽可能地与日常生活相结合，从日常对话入手，逐步培养自己的英语交际能力，通过积极与他人进行互动交流，培养自己的信心。只要有信心、有决心，从点滴做起就一定会成为英语高手。

我们相信读者通过对本丛书的学习，能够在短时间内达到脱口而出、流利表达的效果，英语口语一定会有一个很大的进步。

英语学习应该从日常生活中的点点滴滴入手，天长日久，水滴石穿，只要有信心、有决心，把身边事作为练习英语口语的素材，并以此书作为参考和辅助材料，就一定能成为他人眼中的英语高手。期待您的成功！

限于编者水平，书中难免有不足之处，恳请广大读者批评指正。

编者

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Chapter 1

Meeting and Seeing off 外宾接待

Unit 1 Meeting Foreign Guests

迎接外宾

Key Sentence Patterns 关键句型

- ① My name is Myra. I work in Beijing Institute of Technology.
我叫迈拉,在北京理工大学工作。
- ② I think it's a great honor to be invited to your beautiful city. 被邀请来你们这座城市美丽的城市真是我莫大的荣幸。
- ③ It's kind of you to meet me at the airport. 你能到机场来接我真是太好了。
- ④ Let me find out if he made arrangements for someone else to meet with you in his place. 我来查一下他是否安排了其他人代替他跟您见面。
- ⑤ There is a conference room already prepared. 已经安排好了一间会议室。
- ⑥ Let me help you with your baggage. 让我来帮您拿行李吧。
- ⑦ I hope I'll be able to show you around. I'm sure you'll be impressed. 我希望能带您到处转转,相信会给您留下深刻印象的。
- ⑧ He is very eager to meet you, and sends his warmest regards. 他非常想见您,要我先代他向您问好。
- ⑨ We've got a limo waiting outside. 我们有一辆豪华轿车在外面候驾。
- ⑩ But truthfully I'd rather just spend a quiet evening in the hotel getting ready for tomorrow's appointment. 不过我倒想静静地饭店休息一晚,准备明天的会谈。

Pop Conversations 热门话题

I Pick-up 接机

Conversation 01

A: Excuse me, are you Mrs. Green from England?

B: Yes, I am.

A: I'm pleased to meet you, Mrs. Green. My name is Myra. I work in Beijing Institute of Technology. I came here to meet you.

B: How do you do?

A: How do you do?

A: 打扰了,你是英格兰来的格林夫人吗?

B: 是的。

A: 很高兴见到你,格林夫人。我叫迈拉,在北京理工大学工作。我来这儿接你。

B: 你好。

A: 你好。

- B: It's kind of you to meet me at the airport.
 A: Welcome to Beijing. Is this your first time in China?
 B: No, I have visited China several times, but it's my first visit to Beijing and I think it's a great honor to be invited to your beautiful city.
 A: It's our pleasure to have you here. I hope you will have a pleasant stay here.
 B: Thank you. I'm sure I will have a wonderful time here.

Conversation 02

- A: You must be Miss Lake from Chicago?
 B: And you must be Mrs. Wang. Thank you for meeting me.
 A: It's my pleasure. Welcome to Dalian.
 B: It's good to be here.
 A: How was your flight?
 B: Long, but quite comfortable. ABC Airline treats its passengers well.
 A: Did you have any trouble clearing customs?
 B: Oh, no. They were quite quick and efficient.

Conversation 03

- A: Good morning, Mr. Murphy. Welcome back to Dalian.
 B: How nice to see you again, Miss Li! Thank you for meeting me here.
 A: My pleasure. How are you doing?
 B: Very well, thank you. And you?
 A: Can't be better.
 B: I'm glad to hear that.
 A: How was your flight?
 B: Very nice. The service of CAAC is superb.
 A: I'm glad to hear that. Oh, let me help you with your baggage.
 B: Thank you. I can manage all right.
 A: Watch out.

- B: 你能到机场来接我真是太好了。
 A: 欢迎你来北京。你是第一次来中国吗?
 B: 不, 我来过好几次了, 但我第一次来北京。被邀请来你们这座美丽的城市真是我莫大的荣幸。
 A: 很高兴你能来。希望你能在这儿过得愉快。
 B: 谢谢, 我想我在这里会过得很愉快的。

- A: 你一定就是芝加哥来的莱克小姐了。
 B: 那你一定是王女士了。谢谢你来接我。
 A: 这是我的荣幸。欢迎来大连。
 B: 能来这儿真是太好了。
 A: 飞行途中还好吧?
 B: 旅途虽然很漫长, 但很舒适。ABC 航空公司的乘客服务做得很好。
 A: 通关时没有什么麻烦吧?
 B: 噢, 没有。他们动作很快, 而且效率很高。

- A: 早上好, 莫菲先生。欢迎再次到大连来。
 B: 很高兴再次见到你, 李小姐。谢谢你能来接我。
 A: 不客气。您最近好吗?
 B: 非常好, 谢谢。你呢?
 A: 很好。
 B: 很高兴听你这么说。
 A: 旅途怎么样?
 B: 非常好。中国民航的服务很棒。
 A: 听您这么说, 我感到很高兴。哦, 让我来帮您拿行李吧。
 B: 谢谢。我自己能拿动。
 A: 小心。

Chapter 1

Meeting and Seeing off

B: It's been a long time since last time we met, er, more than 2 months. Time flies! You know.

A: Yes, and Dalian has changed a lot ever since. In fact, Dalian is changing everyday. I hope I'll be able to show you around. I'm sure you'll be impressed.

B: Thank you. I'm sure I will.

Conversation Q4

A: You must be Mr. Chomsky from the United States.

B: Yes, that's right. I am James Chomsky. You are...

A: My name is Yang Yi from Changsha Textile Corporation.

B: How do you do, Miss Yang? I'm really glad to meet you here, and thank you for coming to the airport to meet me.

A: How do you do? It's my pleasure to be here to welcome you.

B: Now where are we heading for?

A: We are going to the Friendship Hotel. Is your luggage all here? The car is just out there in the parking lot.

B: Yes. Let's go.

Conversation Q5

A: Excuse me, but are you Mr. Smith from Britain?

B: Yes, I am.

A: I'm from Shanghai Textile Import and Export Corporation. I've come to meet you. My name is Wan, Wan Xiaojuan.

B: How do you do, Ms. Wan? I'm glad to meet you.

A: How do you do, Mr. Smith? Let me help you with your luggage.

B: Oh, thank you very much.

B: 我们大概有两个月没见了, 时光飞逝啊!

A: 是呀, 大连有很大的改变。事实上, 大连每天都在变化。我希望能带您到处转转, 相信会给您留下深刻印象的。

B: 谢谢, 我想我会的。

A: 你是从美国来的乔姆斯基先生吧。

B: 是的, 没错, 我是詹姆斯·乔姆斯基。你是……

A: 我叫杨依, 是长沙纺织集团的。

B: 你好, 杨小姐。在这儿见到你真高兴。谢谢你到机场来接我。

A: 你好。我很高兴能到这儿来迎接你。

B: 我们现在去哪儿?

A: 我们去友谊饭店。你的行李都在这儿吗? 车就在外面的停车场。

B: 是的。我们走吧。

A: 对不起, 你是从英国来的史密斯先生吗?

B: 是的, 我就是。

A: 我是上海纺织品进出口公司的。到这儿来接你。我姓万, 叫万晓娟。

B: 你好, 万小姐。很高兴认识你。

A: 你好, 史密斯先生。让我来帮你拿行李吧。

B: 哦, 非常感谢。

- A: Did you have a good trip?
 B: On the whole, it's not too bad.
 A: Anyhow, it's a long way to China, isn't it? And I think you must be very tired.
 B: Yes, I am rather tired. But I'll be all right by tomorrow and ready for business.
 A: I wish you had a pleasant stay here.
 B: Thank you.
 A: Now, Mr. Smith, if all is ready, we'd better start for the hotel.
 B: I'd like to. Let's go.
 A: This way, please. Our car is waiting over there.
- A: 旅途顺利吗?
 B: 总的来说, 还不错。
 A: 不管怎样, 远道来中国, 我想你一定很累了。
 B: 是的, 很累。不过, 明天就会好起来, 并准备好谈生意。
 A: 祝你在这儿过得愉快!
 B: 谢谢你。
 A: 史密斯先生, 如果一切都准备好了的话, 我们最好动身去宾馆吧。
 B: 行, 走吧。
 A: 请这边走。我们的车在那儿等着呢。

II Appointment for Meeting Foreign guests 预约见外宾

Conversation 06

- A: How can I help you?
 B: Yes, I am James Mason from Anderson and Associates Limited. I would like to see Mr. Smith.
 A: Do you have an appointment?
 B: Yes, he knows I'm coming. Our meeting is set for 2 o'clock.
 A: I wonder if Mr. Smith forgot your meeting. I am afraid he left this office this morning and is not expected back until 4 p.m. Let me find out if he made arrangements for someone else to meet with you in his place. Will you please have a seat?
 B: Sure.
 A: Yes, Mr. Mason. I just checked with our office manager, Ms. Terry. She said Mr. Smith briefed her on your project. She is just finishing up a meeting now. She should be with you shortly. Would you like me to show you around while you are waiting?
 B: That would be very nice. Thank you.
- A: 有什么需要帮忙的吗?
 B: 是的, 我是安德森咨询公司的詹姆斯·梅森。我想见史密斯先生。
 A: 您预约了吗?
 B: 预约了, 他知道我要来。我们定在2点见面。
 A: 我猜史密斯先生忘记了与您见面的事。他今天早晨就离开办公室了, 估计下午4点以后才能回来。我来查一下他是否安排了其他人代替他跟您见面。请坐一下, 好吗?
 B: 好的。
 A: 是这样, 梅森先生。我刚刚跟我们的办公室主任特里小姐核实过。她说史密斯先生跟她简单交代过您的事情。现在她刚开完一个会, 马上就会过来。您要带我带您一边等一边转转吗?
 B: 那样就太好了。谢谢你。

Chapter 1

Meeting and Seeing off

A: Right this way, Mr. Mason. We can start with our front office. When Ms. Terry is ready, you may take the elevator at the front to the 6th floor. There is a conference room already prepared.

A: 梅森先生, 这边走。我们先参观一下行政管理部。等特里小姐准备好以后, 您就在前厅乘电梯去6层。那儿已经安排好了会议室。

Conversation 07

A: I'm sorry. Mr. Smith is not in for the moment. I'm his secretary. Who's calling, please?

A: 对不起, 史密斯先生现在不在。我是他的秘书, 请问您是哪位?

B: Wang from the Pacific Company.

B: 我姓王, 是太平洋公司的。

A: Would you like to leave a message, Mr. Wang?

A: 您是否愿意留个口信儿给他, 王先生?

B: Yes, please. Could you tell him that Wang Yu phoned him? I'd like to see him tomorrow morning.

B: 可以。请您转告他王宇给他打过电话好吗? 我想明天上午见他。

A: I'm afraid he'll be fully engaged then. But how about tomorrow afternoon? Does that suit you?

A: 恐怕他那时没空, 明天下午合适吗?

B: Yes. That suits me very well. Thank you very much for your help. Goodbye.

B: 可以, 完全可以。谢谢您的帮助, 再见。

III 安排参观 Arrangement for Visiting

Conversation 08

A: Excuse me, are you Mr. Mike Johnson?

A: 对不起, 您是迈克·约翰逊先生吗?

B: Yes, I am. From Northern Reflections of Canada. And are you Mr. Lin?

B: 我是, 代表加拿大北莱福克森公司。您是林先生吧?

A: No, sir, I'm not. I'm Liu Yang, Sales Manager at ABC Trading. Mr. Lin asked me to come and meet you, because he was unexpectedly tied up this morning. He is very eager to meet you, and sends his warmest regards.

A: 不, 我不是。我是刘阳, ABC 贸易公司的销售经理。林先生要我来接您, 因为他今早突然有事无法抽身。他非常想见您, 要我先代他向您问好。

B: I see. Well, it's very nice to meet you, Liu Yang. And please, feel free to call me Mike. I'm not big on formalities.

B: 原来如此。我非常高兴认识你, 刘阳。叫我迈克就可以了, 我不喜欢拘泥于礼节。

A: That would be my pleasure. Can I help you with you bags? We've got a limo waiting outside.

A: 这是我的荣幸。让我帮您提行李吧! 我们有辆豪华轿车在外面恭候。

- B: A limo? I see you're trying to butter me up!
- A: I hope you had a pleasant flight over, Mike. I've traveled the trans-Pacific routes before. and I know how tiring they can be.
- B: This one was uneventful, except for a little turbulence here and there. In fact, I feel as crisp as a new dollar bill.
- A: Glad to hear it. Would you like an informal dinner with us tonight? Mr. Lin asked me to inquire.
- B: It's very nice of him, but truthfully I'd rather just spend a quiet evening in the hotel getting ready for tomorrow's appointment. Mr. Lin won't mind?
- A: Not at all. He expected you'd want a little rest first. Just to confirm — you know that tomorrow's meeting is set for 10 a. m., at our office? I'll pick you up at the hotel at 9:15.
- B: That'll be fine, Liu Yang. Thank you so much.
- A: It's my pleasure. By the way, are there any sights you'd like to see while you're here? I'd be happy to show you around.
- B: Well, I have instructions not to mix pleasure with business on this trip. But could we see International Trade Center, and Zhongguancun Science & Technology Park?
- A: That's no problem. I'll set up appointments for later this week.
- B: Thank you very much.
- B: 豪华轿车? 我看你们是想讨好我吧!
- A: 迈克, 我希望您来访旅途愉快。我以前也坐过横渡太平洋的航线, 我知道那有多累。
- B: 除了不时有气流不稳之外, 一路都很顺利。说真的, 我觉得自己还是很精神的。
- A: 很高兴听您这么说。您愿意今晚和我们一起吃顿便饭吗? 林先生要我问一声。
- B: 他太客气了! 不过我倒想静静地在饭店休息一晚, 准备明天的会谈。林先生不会介意吧?
- A: 当然不会, 他想到您可能需要稍作休息。跟您确认一下, 您知道明天的会议是早上10点在我们办公室举行吧? 我会在9:15到饭店接您。
- B: 好的, 刘阳, 谢谢你。
- A: 不客气。对了, 在这段时间, 您是否想去参观一些地方? 我可以带你逛逛。
- B: 嗯, 老板指示我这次不能假借谈公事四处游玩。不过, 我们可以到国贸中心与中关村科技园区吗?
- A: 没问题, 这周晚些时候我会安排时间。
- B: 非常感谢。

Word Service Station 词语加油站



baggage
elevator
flight

行李
电梯, 升降机
飞行, 航班, 逃跑

institute
pleasant
turbulence

建立, 制定
令人愉快的, 可爱的
湍流, 波动



Unit 2 Introducing Each Other

互相介绍

Key Sentence Patterns 关键句型

- ① I don't believe we've met before.
我觉得我们以前没有见过面。
- ② I think it's the nicest city in the United States. 我认为那是美国最好的地方。
- ③ Then let me introduce you to him right now. 那现在让我把你介绍给他。
- ④ I'm very glad to have this opportunity to visit China.
我很高兴有机会来中国访问。
- ⑤ I'm responsible for finding new products for the company to sell. 我的职责是为公司找到可以推销的新产品。
- ⑥ I establish and maintain relationships with our overseas partners. 我的职责是与我们的海外客户建立和保持联系。
- ⑦ Taiwan is certainly growing more quickly than I had imagined.
台湾真的比我想象中发展得快多了。
- ⑧ Do you think the trend will continue?
你认为这种趋势还会持续下去吗?

Pop Conversations 热门话题

I Meet for Chatting 见面闲聊

Conversation 01

- A: Good evening! I don't believe we've met before. May I introduce myself? My name is Jack.
- B: It's a pleasure to meet you. My name is Lucy.
- A: I'm very happy to meet you. You're from the United States, aren't you?
- B: Yes, I'm from Salt Lake City.
- A: I've been to Salt Lake City a few times. I really like your city.
- B: I'm glad to hear that. I think it's the nicest city in the United States.
- A: 晚上好! 我觉得我们以前没有见过面。我自我介绍一下, 我的名字是杰克。
- B: 很荣幸见到你。我的名字是露西。
- A: 我很高兴遇见你。你是从美国来的, 是吗?
- B: 是的, 我从盐湖城来的。
- A: 我去过盐湖城几次。我很喜欢那个地方。
- B: 我很高兴听你这么说。我认为那是美国最好的地方。

Conversation 02

A: Hello, I'm Tom. You are...?
 B: Hi, Tom. I'm Mary.
 A: Nice to meet you. Where are you from?
 B: I'm from Korea.
 A: Really? How nice. How long have you been in the U. S. ?
 B: Three years.
 A: That's a long time. Have you been back to your country?
 B: No.
 A: You must miss your home.
 B: Sure. I miss my family and friends.
 A: How do you like America?
 B: Pretty nice. I met some friendly people.
 A: I'm one of them, right? Just kidding.
 B: You do look nice.
 A: Thank you so much. Very nice to meet you. Hope to see you again.
 B: Me too. See you later!
 A: Bye-bye!

A: 你好,我是汤姆。你是……?
 B: 你好。我是玛莉。
 A: 很高兴认识你。你是哪里人?
 B: 我是韩国人。
 A: 是吗?真好。来美国多久了?
 B: 3年了。
 A: 很长时间了。回过国吗?
 B: 没有。
 A: 你一定想家吧?
 B: 当然。想家人和朋友。
 A: 喜欢美国吗?
 B: 很喜欢。我认识了一些很友好的人。
 A: 我就是其中一个吧?和你开玩笑。
 B: 你看起来挺面善的。
 A: 太谢谢了。很高兴认识你。愿我们能再见。
 B: 我也很高兴认识你。再见!
 A: 再见!

Conversation 03

Jane: How do you do?
 Mary: How do you do? Have you visited our company before?
 Jane: Yes, I was here two years ago.
 Mary: Would you like tea or coffee?
 Jane: Coffee, please. With milk.
 Mary: I am afraid we haven't got any milk. I'm very sorry.
 Jane: It doesn't matter. I often drink coffee without milk.

简: 你好!
 玛丽: 你好!你过去来过我们的公司吗?
 简: 来过,两年前来过。
 玛丽: 你喝茶还是喝咖啡?
 简: 喝咖啡,请加点牛奶。
 玛丽: 我们这儿没有牛奶。真抱歉。
 简: 没什么。我经常喝不加奶的咖啡。

II Introduce the Third Person 介绍给第三人

Conversation 04

A: Jack, have you met my friend Charles before? A: 杰克,你在此之前认识我的朋友查尔斯吗?

Chapter 1

Meeting and Seeing off

- B: No, I don't believe so.
A: OK, then let me introduce you to him right now. Jack, this is my friend Charles.
B: It's nice to meet you, Charles.
C: Nice to meet you too, Jack.
A: Can't we sit down somewhere and talk?
B: Sure, let's sit over there.

Conversation 05

- A: Excuse me, but aren't you Mr. Johnson from America?
B: Yes, I'm Paul Johnson from Boston.
A: I'm Wu Li from International Travel Agency, Beijing Branch. May I introduce you to our manager, Mr. Zhang? He has come to meet you. Mr. Zhang, this is Mr. Johnson. And Mr. Johnson, this is Mr. Zhang.
B: How do you do, Mr. Zhang? I'm pleased to meet you.
C: How do you do? I'm very glad to meet you too. Have you ever been to Beijing before?
B: No. This is my first trip here.
C: Welcome to Beijing.
B: Thank you. I'm very glad to have this opportunity to visit China.

- B: 不,我想不认识。
A: 好吧,那现在让我把你介绍给他。杰克,这是我的朋友查尔斯。
B: 查理斯,很高兴认识你。
C: 杰克,我也很高兴认识你。
A: 我们为何不坐下来聊聊呢?
B: 好的,我们坐在那边吧。

- A: 对不起,您是从美国来的约翰逊先生吗?
B: 是的,我是保罗·约翰逊,来自波士顿。
A: 我是吴丽,来自国际旅行社北京分社。我可以把您介绍给我们的经理张先生吗?他今天特地来接您。张先生,这是约翰逊先生。约翰逊先生,这是张先生。
B: 您好!张先生,很高兴见到您。
C: 您好!我也很高兴见到您。您以前来过北京吗?
B: 没有,这是我第一次来北京。
C: 欢迎您来北京。
B: 谢谢。我很高兴有机会来中国访问。

III Introduce by the Acquaintance 熟人介绍

Conversation 06

- A: OK. My name is Harvey Judd. I'm the Chief Purchasing Officer with Hale and Hearty Foods. I'm responsible for finding new products for the company to sell. Today I'm going to introduce to you my colleagues in the International Department, that is, if I can get anyone to speak to me. Everyone's so flat out ... Ah, there's Victoria. Hi, Vicky.

- A: 好了,我的名字是哈佛·贾德。我是哈尔及哈迪食品公司的首席采购员。我的职责是为公司找到可以推销的新产品。今天我要向各位介绍我在公司国际部的几位同事。不过我先要看看是否能够找到人,现在大家都是忙得不亦乐乎。啊……维多利亚在那儿呢。喂,维姬。