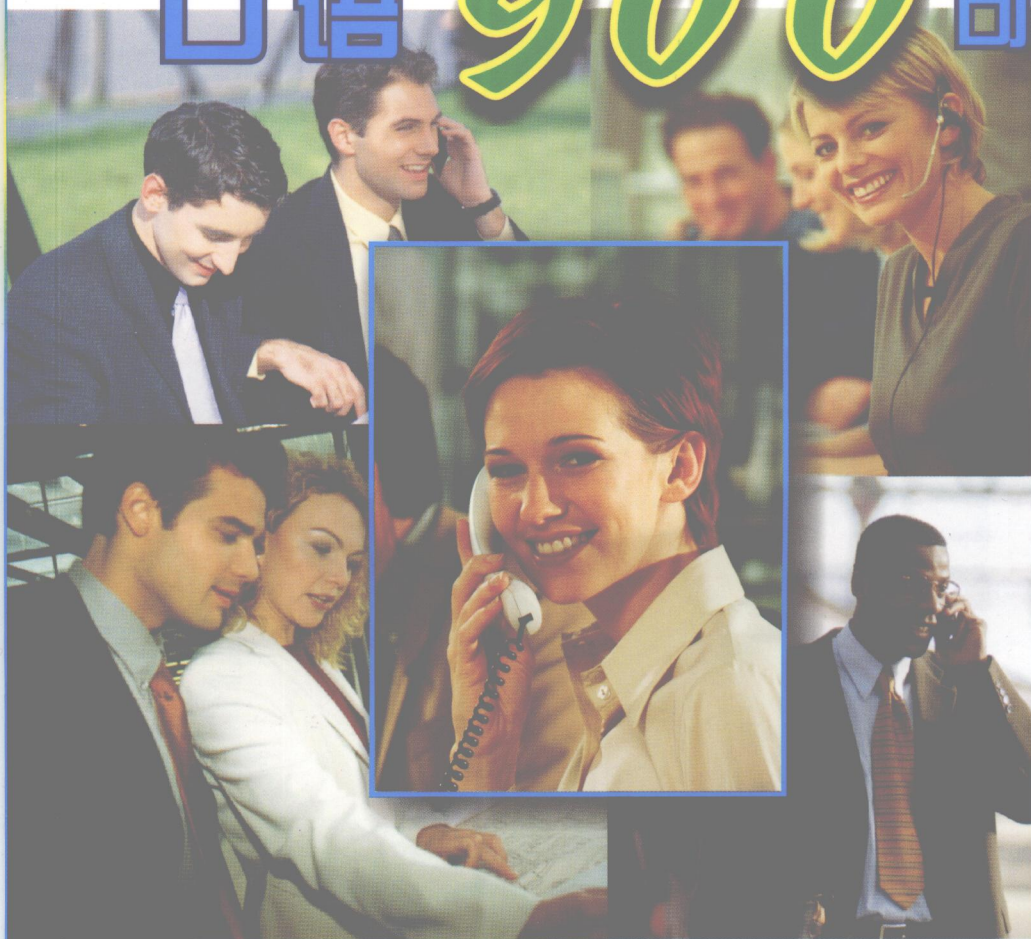


Business Spoken English

顾乾毅 编著

商务英语


口语 900 句



世界图书出版公司

商务英语口语 900 句

顾乾毅 编著

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前 言

中国加入 WTO (世界贸易组织) 以后, 急需培养一大批既懂得国际经贸知识, 又熟练掌握商务英语口语的人才。为了让更多的经贸人员尽快适应我国对外贸易迅速发展的经济形势, 我们编写了《商务英语口语 900 句》一书。

本书是作者对自己多年商贸英语教学实践和商务实际现场谈判经验的总结, 涉及范围全面, 内容充实, 语言规范、经典, 适用面广, 实用性强, 可以说不但是一本理想的商务口语培训教材, 也是一本非常实用的对外经贸业务人员的必备工作手册。

在本书编写过程中, 作者力图突出教学目的和重点, 明确教学意图, 努力把握好商务活动中可能涉及到的各个业务环节, 尽量有针对性地向学生提供系统的、完整的商务英语口语知识。

本书共有 30 个单元组成, 每个单元设计了 20~40 个句子不等, 其中有 30 或 40 个句子的单元又分成了两个部分, 以减轻学员在学习时的心理负担。另外, 每个单元列出了有一定难度的单词和词组, 并作了中文注释, 对个别专业术语也作了解释。本书的 900 个句子都附上了中文参考译文, 以便学生根据自己的需要进行两种文字的转换翻译练习。

本书同时配有长期在中国从事英语口语教学的美国口语教师配音的(CD)，以便学员边听边学，帮助他们尽快掌握商务英语会话的各种技巧，同时也可以提高自己的语音语调水平。

本书在编写过程中得到了广东世界图书出版公司的大力支持，在此特致感谢。

编者

2004年5月

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Unit One

希望与要求

Part I →



- ◆ 1 We'd like to express our desire to establish business relations with you on the basis of equality, mutual benefit and the exchange of needed goods.
我方希望能在平等、互利、互通有无的基础上与贵公司建立业务关系。
- ◆ 2 In order to extend our export business to your country, we wish to enter into direct business relations with you.
为了能在贵国拓宽我方的出口业务，我们希望能与你们直接建立业务关系。
- ◆ 3 Our hope is to establish mutually beneficial trading relations between us.
我们希望双方能建立互惠的贸易关系。
- ◆ 4 We look forward to a further extension of pleasant business relations.
希望我们之间友好的业务关系得到进一步发展。

- ◆ 5 It's our hope to continue with considerable business dealing with you.

我方希望能继续同贵方保持大量的业务往来。

- ◆ 6 We look forward to receiving your quotation very soon.

我方期待着尽快收到贵方的报价。

- ◆ 7 I hope you'll see from the reduction that we are really doing our utmost.

希望贵方能从这一降价中看出我方真的在尽最大的努力。

- ◆ 8 We hope to discuss business with you at your earliest convenience.

我们希望尽早与你方洽谈业务。

- ◆ 9 We wish to express our desire to trade with you in leather shoes.

我方希望能与贵方达成皮鞋贸易。

- ◆ 10 We look forward to your early reply and trust that through our mutual cooperation we shall be able to conclude this transaction with you in the near future.

我们盼望早日得到你方的答复，并相信通过相互合作，我们不久即可达成这笔交易。

- ◆ 11 I hope we can do business together, and look forward to hearing from you soon.

希望我们有合作机会，并静候您的佳音。

- ◆12 I hope that we can cooperate happily.
希望我们合作愉快。
- ◆13 I hope that we can continue our cooperation.
希望我们能继续合作。
- ◆14 We sincerely hope that this transaction will turn out to the satisfaction of both parties.
我们真诚地希望这次交易能使我们双方都能满意。
- ◆15 We hope that this market trend will continue.
我方希望这种市场趋势能继续发展下去。



Notes

equality	平等
mutual benefit	互利
the exchange of needed goods	互通有无
extend	拓宽
mutually	相互地
beneficial	有利的
considerable	大量的
dealing	生意, 业务
quotation	报盘
reduction	减价
do one's utmost	尽最大努力
convenience	方便
conclude	完成
transaction	交易
cooperate	合作
turn out	结果是, 原来是

Part II →



- ◆16 It is hoped that you would seriously take this matter into consideration and let us have your reply soon.
希望你方能认真考虑这件事，并尽快答复我们。
- ◆17 We hope that you will deal with our request earnestly.
希望你方能认真考虑我们的要求。
- ◆18 We hope to receive your immediate answer.
希望能得到贵方的迅速答复。
- ◆19 We are looking forward to having your early reply to this matter.
希望贵方对这件事能尽早答复。
- ◆20 We hope that this dispute can be settled through friendly negotiation without its being submitted for arbitration.
我方希望争议可以通过友好谈判来加以解决，而不要提交仲裁。
- ◆21 We look forward to your settlement at an early date.
我方期待着贵方能早日解决这一问题。
- ◆22 Your early settlement of this case will be appreciated.
如能早日解决这一问题，我方将不胜感激。
- ◆23 We hope that you can settle the claim as quickly as possible.
希望贵方能尽快解决索赔事宜。

- ◆ 24 We hope that there will be no repetition of this kind of trouble in the future.
希望类似的麻烦将来不再发生。
- ◆ 25 We expect that you will offer us a lower price as soon as possible.
期待贵方能尽快报一个更低的价格。
- ◆ 26 We hope that the matter can be brought to a satisfactory solution.
希望此事有一个圆满的解决。
- ◆ 27 I do hope this undesirable incident will not stand in the way of our future business.
我希望这件不愉快的事情不会影响我们今后的贸易。
- ◆ 28 We hope this matter will not affect our good relations in our future dealings.
我们希望此事不会影响我们将来业务中的良好关系。
- ◆ 29 I wish that this business will bring benefit to both of us.
希望这笔生意对我们双方都会带来好处。
- ◆ 30 We hope this incident will not bring any harm to our pleasant relations.
我们希望此事不会给我们的良好关系带来任何损害。



Notes

take sth. into consideration	考虑
deal with	处理
dispute	争议
settle	解决
amicably	友好地
negotiation	谈判
submit	提交
arbitration	仲裁
settlement	解决方法
at an early date	早日
settle claim	理赔
repetition	重复
solution	解决方法
undesirable	令人不快的
incident	事件
stand in the way	阻碍
affect	影响
benefit	好处
harm	伤害
pleasant	愉快的

Follow Me

1. would like to do sth.

想要做某事

eg: I'd like to meet your general manager to talk about our first order.

我想见你们的总经理谈谈我们的第一笔订单。

We'd like to have our goods dispatched early next week.

我方希望我们的货物能在下周初发运。

2. express one's desire to

表达愿望

eg: He asked me to express to you his desire to do direct business with you.

他让我向你们表达他的愿望，希望能直接同你们做生意。

We'd like to express our desire to be your agent in our city.

我们的愿望是能在我们的城市做你们的代理。

3. on the basis of

以……为基础

eg: The business should be done on the basis of equality and mutual benefit.

应在平等、互利的基础上达成交易。

We hope to do the business on the basis of L / C.

我方希望能采用信用证达成交易。

4. enter into / establish relation with / between sb.

建立业务关系

eg: We wish to enter into business relations with you soon.

我方希望能同贵方建立业务关系。

Shall we enter trade business relations between us?

我们双方能否建立业务关系？

5. look forward to

期待

eg: We look forward to your early reply.

我方期待着贵方的早日答复。

I look forward to seeing you soon in New York.

我期待着早日在纽约见到您。

6. do one's utmost

尽力

eg: I'll do my utmost to get the L / C ready before May.

我会尽量在5月之前把信用证准备好。

We'll do our utmost to pack the goods according to your requirement.
我们会尽力按照贵方的要求包装货物。

7. trade with sb. in sth.

与……做生意

eg: We'd like to trade with you in this brand of computers.

我们希望同你们做这个牌子电脑的生意。

They used to trade with us in tea.

他们以前常同我们做茶叶的生意。

8. turn out

结果是，原来是

eg: The goods turn out to be of inferior quality.

结果发现货物是劣等品。

The man you met last Friday turned out to be the sales manager of that company.

上周五你碰到的人原来是那家公司的销售经理。

9. to the satisfaction of

令……满意

eg: We wish that the shipment will arrive to our satisfaction.

我方希望货物到达时能令我们满意。

I'm sure that the draft contract will be to the satisfaction of us both parties.

我肯定合同草案会令我们双方都满意的。

10. take sth. into consideration

考虑

eg: Hope that you will take our request into consideration.

希望贵方能考虑我方的要求。

We'll take your offer into consideration.

我方会考虑贵方的报价的。

11. deal with

解决，处理

eg: The matter will be dealt with soon.

这件事会尽快处理的。

It takes time for us to deal with the goods.

我们需要时间处理这批货物。

12. appreciate

欣赏

eg: We appreciate your sample a lot.

我们很欣赏贵方的样品。

I appreciate your effort to deal with it.

我很欣赏贵方为处理这件事所做的努力。

13. stand in the way of

妨碍，影响

eg: The dispute between us will not stand in the way of our business.

我们之间的争议不会影响我们的生意。

Hope that the claim will not stand in the way of our good relations.

希望索赔不会影响我们之间的友好关系。

14. bring benefit / harm to sb.

给……带来好处 / 不利

eg: This might bring much benefit to our business relation.

这可能会给我们的业务关系带来好处。

The delay of the shipment will surely bring harm to our sales of the products.

货物的迟运肯定会给我方的产品销售带来不利。