

多媒体互动



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商务谈判 英语口语 实例大全



超强英语口语学习4大优势

① 以最完整、最全面的职场口语给您提供一本学习英语口语的宝典

5个精心设计的主题，213个实用的话题，1200个精心挑选的句型，430个原汁原味的对话，2200个职场常用词汇，让您轻轻松松学会随心所欲地表达自己。

② 以最常用、最贴近职场的话题让您在职场交际中从此畅通无阻

本书涵盖谈判准备、谈判内容、谈判事宜、谈判实务及谈判结束等，将职场中最常用的高频对话全部囊括其中，让您一书在握，再无它求。

③ 以最地道、最实用的句型，让您灵活应用、举一反三

准确规范的经典句型、原汁原味的模仿对话以及最贴近实际工作的场景会话，给您提供说英语最真实的氛围和全方位练习的机会，从此告别“哑巴英语”，让您享受进步和成功的快乐。

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PREFACE

前言

您还在为说一口流利的英语发愁吗？您还在因为英语口语不好而在工作中无所适从吗？您还处在不敢与外国朋友进行日常交流、沟通的尴尬境地吗？我们精心编写的一套英语口语系列丛书将及时地为您送上一道精美的口语大餐，助您快速提高英语口语，为您解决所有的口语难题。

本套丛书共分五本，分别是《白领职场英语口语实例大全》、《商务公关英语口语实例大全》、《酒店饭店英语口语实例大全》、《商务谈判英语口语实例大全》、《外贸金融英语口语实例大全》。本套丛书最突出的特点就是“实用”二字。本套丛书从应用角度出发，精选了大量的经典例句和典型的口语情景，并按不同情景进行分类，使读者朋友能够在身临其境的情境中学好、说好英语，并以其多变的场景、广泛的话题和海量的对话，让您真情投入白领英语、商务英语、酒店英语、商务谈判英语和外贸金融英语的大千世界。

本套丛书的栏目设计如下：

“经典句型”列举了在相关主题下各种常用的表达方式，所选例句准确规范、浅显易懂、学习轻松，并能让读者举一反三，随心所欲地表达。

“模仿对话”精选了每个主题情景下的常用对话，将工作中经常遇到的对话一并囊括，为读者提供提高英语口语水平的便捷途径。

“实战应用”提供了一组最常用的工作情景对话，读者可以通过最贴近实际的场景会话，体会说话时的真切氛围，融入其中，每天练习，必能达到脱口而出的境界。

本套丛书在内容设计上采用中英文对页的编排方式，便于读者在不完全依赖中文的前提下，独立完成口语练习。而且，书中尽量保证所选词汇和句子

的简洁、易懂,同时在中文页面内,增添了“新词释放”一栏,有助于您能够实现“学中用,用中学”,迅速提高阅读和口语表达水平。

随书附赠的多媒体光盘特邀美籍外教全文朗读,有针对性的疯狂口语操练能帮助您矫正发音、模仿练习。坚持每天听一听,日积月累,定能在短时间内突破听力大关,并为突破口语关打下坚实基础,从此告别“哑巴英语”。

本套书在编写过程中得到了上海复旦大学严立新老师、中国人民大学昱老师和张琪安、朱海燕、张志伟老师的大力支持与帮助,在此深表谢意!

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2009年4月28日

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商务谈判

英语口语

实例大全



Making an Appointment with Your Business Associate

经典句型

International Products. May I help you?

I would like to make an appointment with you, possibly, this week. How does that sound?

I am Jack from the ABC Company. I would like to speak with someone who is responsible for imports.

I will be expecting you then.

Track 1 - 1 - 1

模仿对话

A: Hello, International Trade Corporation.

B: Hello, may I talk to Mr. Bill Smith, please?

A: Hold on, please.

C: Hello, Smith speaking. Who is calling?

B: Good morning, Mr. Smith. This is Li Tao.

C: So what can I do for you?

B: Mr. Smith, I'd like to make some trading arrangements with your corporation. So I am wondering if I could come and meet with you at 9:30 a. m. tomorrow.

C: I'm afraid I have an appointment at 9:30.

B: Then, how about 2:00 p. m. tomorrow?

C: That sounds good.

Track 1 - 1 - 2

实战应用

(Mr. Gary is just wondering if he can make an appointment to discuss business matters with Miss Liu.)

Miss Liu: This is Liu Yan speaking.

Mr. Gary: Hello, Miss Liu.

Miss Liu: Hello, Mr. Gary.

Mr. Gary: Thank you for your entertainment last Sunday.

Miss Liu: You're welcome.

Mr. Gary: I am just wondering if I can make an appointment to discuss our business matters.

Miss Liu: Sure, just tell me when you're free.

Mr. Gary: What about the day after tomorrow?

Miss Liu: Let me check. Hum, that will be Tuesday. How about 10:00 a. m.?

Mr. Gary: Fine. Thank you.

Miss Liu: OK, let's meet at 10:00 a. m. on Tuesday. See you.

Mr. Gary: See you Tuesday.