



新编商务英语系列丛书

总主编 潘事文

新编商务英语会话

主编 梁华榕 刘芳 乐钰香



中国水利水电出版社

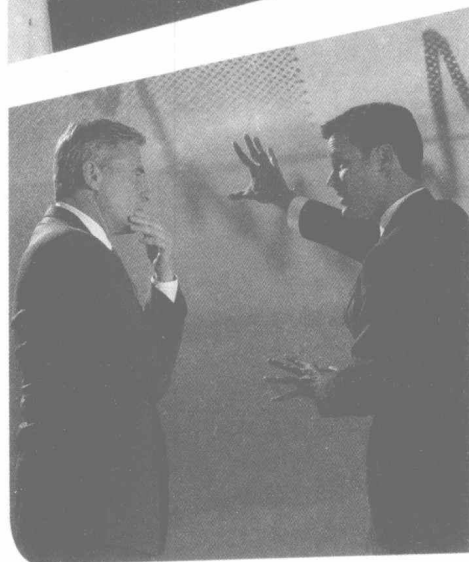
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内 容 提 要

本书依据我国的实际情况和市场需求,注重了商务英语口语的基础知识和理论知识的结合,突出了商务英语会话的核心特点,体现了使用能力的培养。本书共有19单元,主要分为两大部分,其中日常对话有7个单元,商务会话有12个单元。全书以商贸活动为主线,涉及整个商务活动的每个环节。本书包含了商务英语会话中常见的、常用的大量实例,内容通俗易懂,让读者能在动中学,练中记,在反复的练习中把商务英语口语的短期记忆转化为永久性记忆,使读者能在将来的工作岗位上得心应手使用商务英语。本书具有前瞻性、实用性、适度性、新颖性、趣味性等特点。

本书适合商务英语、国际贸易、国际货运、世贸等专业的高职高专学生作为教材使用,同时也可供从事这些工作的人士作为其日常工作的辅助参考书籍。

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前言

随着经济建设的不断深化,国际性集团大量涌入我国市场,市场对外贸人员的需求也随之加大,要求也越来越高。教育部高教委〔2002〕2号文件要求高职高专以培养高等技术应用性专门人才为根本任务。依据这一精神,为培养新形势下新的复合型人才,我们编写了此书。本书依据我国的实际情况和市场需求,以商务英语、国际贸易、国际货运、世贸等专业的高职高专学生为主要读者对象,注重了商务英语口语的基础知识和理论知识的结合,突出了商务英语会话的核心特点,体现了使用能力的培养。

本书共有19单元,主要分为两大部分,其中日常对话有7个单元,商务会话有12个单元。全书以商贸活动为主线,涉及整个商务活动的每个环节。本书包含了商务英语会话中常见的、常用的大量实例,内容通俗易懂,让读者能在动中学,练中记,在反复的练习中把商务英语口语的短期记忆转化为永久性记忆,使读者能在将来的工作岗位上得心应手使用商务英语。

本书有以下特点:

(1) 前瞻性。本书的编写目的是使读者初步掌握商务英语会话的语言特点、应用方法及其习惯等基础知识和技巧,在涉外工作中根据实际情况和需要,比较确切地运用英语对外进行一般商务联系和经贸业务谈判。

(2) 实用性。本书在介绍国际贸易业务各环节的同时,每个单元后都有对专有名词的解释和常用的短语和例句,用较口语化的英语简要地介绍了国际贸易的概念和注意事项,有助于训练和培养读者的实际操作能力。

(3) 适度性。本书内容紧扣高职高专教学大纲,理论知识以必需、够用为度,以应用为宗旨,简明扼要,适合高职高专层次学生使用。

(4) 新颖性,趣味性。在编写体例和内容结构上有所创新,取材新颖、博采众长;语言表达上将基本口语技巧、生动活泼的语言和谐统一,体现了

知识性和趣味性。

本书在编写过程中，得到了有关人士的热情帮助和大力支持，特别是潘事文主任在本书的编写过程中提供了很好的建议，在此表示真诚的感谢。

由于本书编写比较仓促，加上作者水平有限，书中疏漏之外在所难免，尚祈各界人士不吝赐教，以期尽善，并致谢忱。

梁华榕

2008年10月15日



前言

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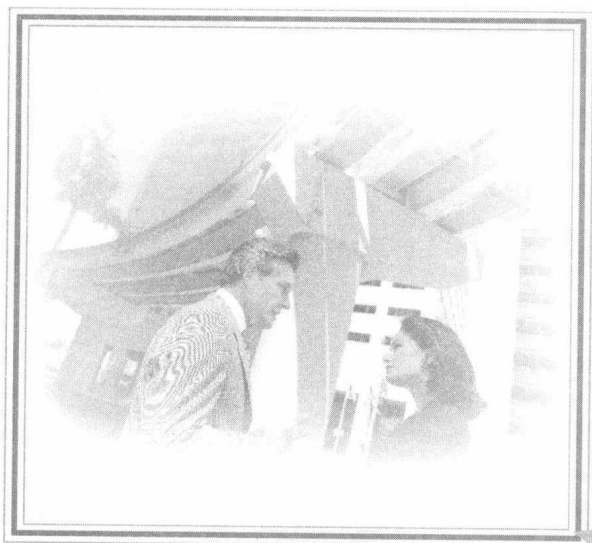
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第一部分 接 待



Unit One

Meeting Foreign Guests at the Airport

在机场迎接外宾



Brief Introduction

在机场迎接外宾是在贸易当中的常见情况，它要求接待者必须懂得如何用英语与外宾进行初次交谈寒暄。

Basic Expressions

1. You must be our long-expected guest, Mr. Wilson from the U. S. .
您一定是我们盼望已久的客人，从美国来的威尔逊先生吧！
2. Very nice/glad/pleased to meet you.
见到您很高兴，幸会。
3. I'm delighted to meet you at last.
很高兴，终于见到您了。
4. I'm so pleased to have (finally) met you. / It's been my pleasure meeting you. /
It's nice to have met you.
很高兴认识您。（道别用语）
5. How was your journey?
您旅途如何？
6. I hope you've had a pleasant flight/ trip.
祝您有一个愉快的旅途。
7. I hope you'll enjoy your stay here. / Hope you'll have a pleasant/enjoyable stay here.
希望您在此过得愉快。/祝你们在此逗留愉快。
8. We've been expecting you ever since you sent us the fax informing us of your date

of arrival.

自从您把来访日程传真给我们以后，我们一直在期待着您的到来。

9. And I'll be very happy if I can help you with anything.

如能为您效劳，我将很高兴。

10. May I help you with your luggage?

我能替您提行李吗？

11. I've heard so much about you. Glad to meet you.

久闻大名，今日相见荣幸之至。

12. Well, if it isn't Mr. Wilson. How are you?

嗨！这不是威尔逊先生吗？您好吗？

13. Our manager — Mr. Li has come to meet you. May I introduce him to you?

我们的经理李先生前来迎接您。我来向您介绍一下。

14. I would like to introduce you to Mr. Li.

我想把您介绍给李先生。

15. I would like you to meet Mr. Li.

我希望您能见一下李先生。

Conversations

■ Dialogue

A: Excuse me. Are you Mr. Wilson from the United States?

B: Yes, I am.

A: I'm Wang Lan, the secretary of the Qinghai Textiles Import & Export Corporation.

B: How do you do, Miss Wang?

A: How do you do, Mr. Wilson? Welcome to China.

B: Thank you. It's very kind of you to come and meet me at the airport, Miss Wang.

A: It's my pleasure. I hope you've had an enjoyable trip.

B: Yes, thank you.

A: I'm glad to hear that. Is this your first trip to China, Mr. Wilson?

B: Yes, the very first.

A: I hope you will enjoy your stay here in Qingdao.

B: Thanks. I'm sure I will.

A: Our car is waiting over there. Let's drive to the hotel. May I help you with your luggage?

B: No, thanks. I can manage all right. Let's go.



A: 请问, 您是美国来的威尔逊先生吗?

B: 是的, 我是。

A: 我叫王兰, 青岛纺织进出口公司的秘书。

B: 您好, 王小姐。

A: 您好, 威尔逊先生。欢迎到中国来。

B: 谢谢, 王小姐。您特地到机场来接我, 真是太客气了。

A: 乐意效劳。一路上很好吧!

B: 很好, 谢谢。

A: 很高兴您这么说。威尔逊先生, 您是初次来中国吗?

B: 是的, 的确是第一次。

A: 希望您在青岛过得愉快。

B: 谢谢, 我相信会的。

A: 车正在那边等着, 咱们现在就去宾馆吧。我来帮您拿行李好吗?

B: 不用, 谢谢。我自己能行。咱们走吧!

Words and Expressions

terminal building 机场大楼

waiting hall 候机大厅

luggage claim 行李提取处

information/inquiry desk 问讯处

taxi stand 出租车候车处

to host/receive sb. 接待某人

to entertain 招待

entry 入境

passport 护照

visa 签证

cabin 机舱

economy class cabin 经济舱

first class cabin 头等舱

checked luggage 托运的行李

hand luggage 手提行李

luggage tag 行李签

luggage check 行李票

route 航线

flight 航班

airline 航空公司

incoming passenger 入境旅客

outgoing passenger 出境旅客

anti-quarantine station 卫生检疫站

health certificate 健康证书

resident permit 居留许可证

customs declaration form 海关申报单

customs formalities 海关手续

personal belongings 个人物品

personal effects 个人财物

green channel 绿色通道 (免申报)

red channel 红色通道 (需申报)

on schedule 准点

ahead of schedule 提前

behind schedule 晚点

Oral practice

Part one

Translate the following sentences into English. (把下列句子译成英文。)

A: 请问您是从纽约来的威廉·约翰逊先生吗?

B: 是的, 我就是威廉·约翰逊。

A: 我是上海工艺品进口公司的翻译, 叫李明。

B: 见到您很高兴。

A: 约翰逊先生, 欢迎您到上海来。

B: 谢谢, 李先生。很感谢您来接我。

A: 您一路上好吧, 约翰逊先生?

B: 很好, 谢谢。

Answer

A: Excuse me. Are you Mr. William Johnson from New York?

B: Yes. I am William Johnson.

A: I am Li Ming, the interpreter of the Shanghai Art Import Company.

B: It's happy to see you.

A: Mr Johnson, welcome to Shanghai.

B: Thank you, Mr. Li. Thank you for picking me up.

A: Was the trip fine, Mr. Johnson?

B: Very well. Thanks.

Part Two

Read the following passage, put in the appropriate words from the list below then translate it into Chinese. (阅读下列短文, 从以下的词汇中选择适当的词填空, 然后将短文译成中文。)

of, of, to, from, trip, an, the

Here is Baiyun Airport. Mr. Liu is _____ interpreter _____ Guangzhou Light Industrial Products Import & Export Corporation. He has come _____ the airport _____ meet the foreign businessman Mr. Hill _____ London. He is _____ representative _____ ABC company. He has had a good _____ and

is very happy.

Answer

Here is Baiyun Airport. Mr. Liu is an interpreter of Guangzhou Light Industrial Products Import & Export Corporation. He has come to the airport to meet the foreign businessman Mr. Hill from London. He is the representative of ABC company. He has had a good trip and is very happy.



这是白云机场。刘先生是广州轻工业进出口公司的翻译。他来接伦敦来的外国商人希尔先生。他是ABC公司的代表。他一路上都很好，旅途愉快。

Substitution Drills

Work in pairs, making dialogue based on the given situation.

You are picking up your client from the airport. Your dialogues are for

- a) At the arrival gate of the airport.
- b) In the car on the way to sending him to his hotel.

Answer

a)

A: Excuse me. Are you Ms. Betty from Britain?

B: Yes, I am.

A: I'm Theresa from the Peking Textile Company. Welcome to Beijing! Nice to meet you!

B: Nice to meet you, too!

A: You must be very tired after a long flight. Our car is over there. Let's drive to the hotel.

B: A little bit.

A: May I help you with your luggage?

B: Thank you very much.

b)

A: It's really my pleasure to meet you. Our company has been expecting you ever since you sent us the e-mail informing us of your date of arrival.

B: It's very kind of you. Thank you for picking me up at the airport.

A: I hope you will enjoy your stay here in Beijing.

B: I'm sure I will. I'm looking forward to travelling around this big city.

Unit Two

In the Hotel

在宾馆



Brief Introduction

在机场迎接外宾后，解决外宾的食宿是首要问题，而在外宾到来之前必须在宾馆预订好房间，并告诉外宾所住酒店的基本情况，让其安心入住。

Basic Expressions

1. We have reserved a single room in your name.
我们以您的名义预订了一个单间。
2. The hotel is well appointed and conveniently located.
宾馆设施齐全，交通便利，位置优越。
3. I would like to show you our tentative itinerary.
我想向您介绍一下我们初步拟定的活动日程。
4. We have a tight schedule for your short/brief stay. I hope you don't mind.
对您短暂的访问，我们为您安排的日程很紧，希望您不会介意。
5. At your request, we have reserved the Ming House suite for you, which is located in the Shanghai International Center for Cultural Exchange.
遵照您的要求，我们为您预订了上海国际文化交流中心的“明寓”套房。
6. We'll do everything we can do accommodate you and make you feel at home.
我们将尽力为您服务，使您有一种宾至如归的感觉。
7. If you should encounter any inconveniences, please do not hesitate to let me know, and I'll be very glad to help you.
您若有不便之处，请随时坦言相告，我很乐意为您排忧解难。
8. You'll certainly need a good rest after such a long flight. Perhaps I should let you

rest now.

长途飞行之后您自然需要好好休息一下。我就不打扰您休息了。

9. Shall we go to the registry desk and complete the registration form?

我们到登记处办理登记手续好吗?

10. I'm sorry I can't give you a description of the hotel services in just a few words.

Please ask the reception clerk for details.

很抱歉, 宾馆服务无法用几句话就说明白, 详细情况请咨询总台接待员。

Conversations

■ Dialogue 1

A: Qingdao is really a beautiful city from what I can see. The sky is exceptionally clear and I find the beaches and all the greenery rather charming.

B: Yes, they are. Do you know "Qingdao" means "green island"? There is actually an ongoing "Greenery Project" to make the city greener. They're constantly planting more shrubs and bushes. This is Haier Road, one of our main roads.

A: Where shall I be staying?

B: You'll be staying at the Shangri La Hotel.

A: Good. I like the Shangri La Hotel.

B: Among all the five-star hotels in this city, it is one of the best. We've reserved a room with a private bathroom on the sunny side, overlooking the sea. The hotel has 24-hour room service. You'll find a nice restaurant, a bar and laundry services there. And services such as e-mail, fax, telex, copying and typing are available at the Business Center. It even has a complete convention service if you need to organize conferences there.

A: Sounds great. But is it conveniently located?

B: Absolutely! It is located downtown. We'll get there soon. It's only about 10 minutes away.

A: So what about tomorrow's arrangement, Miss Wang?

B: Ah, yes. I'll pick you up at the hotel at 9:00 in the morning, and our General Manager will be meeting you at our company at 9:30. In the afternoon there is a news conference which we'd like you to attend, if that's all right.

A: Yes, it's fine.

B: This is the Shangri La Hotel, Mr. Wilson.

A: Wow! It looks very grand.

B: Shall we go to the reception desk and check in, Mr. Wilson?

A: Sure. That's very kind of you, Miss Wang. Thank you for everything.



A: 就我所见, 青岛真是个漂亮的城市。天空特别的蓝, 沙滩和绿地都很美。

B: 是的, 的确很美。您可知道“青岛”是“绿色之岛”的意思? 现在正在进行的一项“绿化工程”将使它变得更绿, 这里将种植更多树木。这条路是“海尔路”, 是我们的一条干道。

A: 我将住在哪里?

B: 您将下榻香格里拉酒店。

A: 太好了, 我喜欢香格里拉酒店。

B: 它是本市最好的五星级宾馆之一。我们已经预订了一间带有单独浴室的阳面房间, 并能眺望大海。这个饭店提供 24 小时客房服务, 有很好的餐厅、酒吧和洗衣店。商务中心还提供电子邮件、传真、电传、复印、打字等服务。如果您需要组织会议, 那儿还可以提供完善的会议服务。

A: 听起来很不错, 但交通便利吗?

B: 绝对方便! 它位于商业区, 还有 10 分钟的路就要到了。

A: 王小姐, 明天有些什么安排?

B: 啊, 对了。明天早上 9 点我到宾馆接您。我们总经理 9 点 30 分在公司接见您, 下午将召开一个记者招待会, 如果可以的话, 想请您参加。

A: 很好。

B: 威尔逊先生, 这就是香格里拉酒店。

A: 哇, 看起来真雄伟!

B: 威尔逊先生, 我们到总台去办理登记入住手续吧!

A: 行, 王小姐, 您真好, 感谢您为我所做的一切。

■ Dialogue 2

Try to translate this dialogue into Chinese. (This is the White Swan. It's a five-star hotel.)

A = clerk in the hotel B = guest

A: How do you do, sir? What can I do for you?

B: How do you do? This is Mr. Johnson from Canada. We want a double room with a private bath. How much does this room cost?