



Business
English Talk-Show

脱口说英语丛书



商务 英语

脱口说

◎ 浩瀚 主编

地道英语 脱口而出



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商务英语脱口说

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前言

PREFACE

中国加入世界贸易组织后,竞争的焦点离不开经济、金融、贸易,而这些大多是以英语作为交际语言来进行的,所以,培养和造就一大批懂英语的商务人才已成为当务之急。

本书具有体例新颖,实用性强的特点,全书内容主要包括商务活动、商务贸易、商务谈判三个方面,注重商务活动全过程,把商务活动的方方面面贯穿其中,使读者一目了然,突出现代商务贸易及谈判的各个环节与技巧。实战的商务贸易范例、实用的谈判口语将带领读者走上成功之路。

本书在编排上突出如下特点:

脱口而出:网罗流行、实用的句子;

触类旁通:一语多说,多种表达,举一反三;

对答如流:经典贴切的对话,打造完全符合读者的语言环境;

鲜活词汇:收录了生动的与本单元相关的词汇。

我们真诚地希望《商务英语脱口说》能成为广大英语爱好者和英语口语学习者的指路明灯。

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牛津英语商务英语口语

商务英语口语

Business English Talk-Show

内 容 简 介

主 编 曹 蕾

内容主要包括商务活动、商务贸易和商务谈判三个方面,体例新颖,实用性强。本书注重商务活动全过程,把商务活动的方方面面贯穿其中,使读者一目了然,突出商务贸易及谈判的各个环节与技巧。实践的商务贸易范例、实用的谈判口语将带领读者走上成功之路。

副主编 曹蕾 王 颖

文 献 高 志 黎 颖 王

北京商务英语口语 曹蕾 编

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科学技术文献出版社是国家科学技术部系统唯一一家中央级综合性科技出版机构,我们所有的努力都是为了使您增长知识和才干。

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Chapter 1

商务活动

Business Activities

Unit 1

Making an Invitation

邀请客户



1

Talk Show

脱口而出

Invitation 邀请

1. I come here to invite you to attend a symposium tomorrow.
我来邀请您参加明天的专题讨论会。
2. Please do accept our invitation.
请一定接受我们的邀请。
3. Take your time, sir. I can wait.
先生,请慢慢来,我可以等的。

Accepting 接受邀请

1. Sure. I'll be glad to come.
当然,我乐意来。
2. Thank you for the invitation.
谢谢你的邀请。
3. With the greatest of pleasure.
非常荣幸。
4. I'd love to very much.
我很乐意。

2

Comprehend by Analogy

触类旁通

► 愿意来……吗?

○ Like to come to my birthday party?

○ Would you like to attend our party?

► 你会来……,对吗?

○ You'll be able to come, won't you?

- You will come to address the meeting, won't you?
- ▶我希望你能参加。
- We're having a speech contest on Monday. I hope you could come.
- We're going out for a picnic this weekend. We'd like you to come.
- ▶ 我希望你能来。
- I hope you can come.
- I'd like to have you over.
- I'd like you to come.
- I'd like you to be my guest.
- I'd like you to join us.
- ▶ 你要我几点来接你?
- What time do you expect me to come for you?
- What time do you want me to come for you?
- What time am I supposed to pick you up?
- ▶ 我盼望着!
- I'm looking forward to it.
- I'll count on it.
- ▶ 我愿意去。
- I would love to go.
- I'd very much like to come.
- I'd love to.
- I'd be pleased to go.
- I won't say no.
- ▶ 我非常高兴接受你的邀请。
- I'd be very happy to accept your invitation.
- I'd be very delighted to accept your invitation.

- I'd very much like to accept your invitation.
- I'd very pleased to accept your invitation.
- It would give me the greatest pleasure to accept your invitation.
- ▶ 谢谢你给我们见面的机会。
- We appreciate this opportunity to meet.
- Thank you for this opportunity to meet.
- ▶ 很荣幸能与您做生意。
- It's pleasure to do business with you.
- It's always a pleasure serving you.
- It's a pleasure to serve you.

3

Reply Fluently

对答如流

Conversation 1

A: 001-242-562-0876. (The line is through.)

B: IBM, Sales Department. Can I help you?

A: Could I speak to Mr. David Wright, please?

B: Yes, speaking.

A: Hello, Mr. Wright. This is Wang Jun calling from Shanghai. I hope you have received our invitation to attend the Autumn Fair in September.

B: Yes, I did. How are you, Mr. Wang?

A: Fine. And when are you arriving in Shanghai?

B: I will be in Shanghai on the 12th, just in time for the fair.

A: Can you tell me the flight, (so) that I can arrange to meet you at the airport?

B: That's wonderful. My flight is UM867.

A: OK. See you then, Mr. Wright.

B: Thank you for calling, Mr. Wang. Goodbye!

A: 001-242-562-0876。(电话通了)。

B: IBM 公司, 销售部。我能帮您做什么?

A: 我想和大卫·赖特先生讲话。

B: 我就是。

A: 您好, 赖特先生。我是王军, 从上海打来的。我想您已经收到我们参加 9 月份的秋交会的请柬了吧。

B: 我收到了。您好吗, 王先生?

A: 很好! 那您什么时候可以到上海?

B: 我将在 12 日到上海, 赶上秋交会。

A: 您能告诉我你的航班吗? 我可以安排到机场接你。

B: 那太好了! 我的航班是 UM867。

A: 好吧! 到时再见, 赖特先生。

B: 谢谢您打电话来, 王先生。再见。

Conversation 2

A: Mr. Wang?

B: Yes?

A: Mr. Smith is calling from New York.

B: OK. Put me through.

C: This is David Smith. Is that Mr. Wang?

B: Yes, speaking.

C: Mr. Wang, I am planning to invite you and Mr. Shao to visit my company in May. Do you think both of you will be free then?

B: Eh... so far, it is OK with me. But I have to confirm it with Mr. Shao.

C: When do you think you can let me know? I would like to send you formal invitations after confirmation.

B: OK. I will discuss it with Mr. Shao as soon as possible. How about

tomorrow?

C: Good. I am looking forward to hearing from you tomorrow. Good-bye then!

B: Goodbye, Mr. Smith!

A: 王先生吗?

B: 什么事?

A: 史密斯先生从纽约打电话来了。

B: 好吧! 把电话接进来。

C: 我是大卫·史密斯。是王先生吗?

B: 对, 是我。

C: 王先生, 我准备邀请您和邵先生于 5 月份来我公司参观。你们两位届时有空吗?

B: 哦, 我倒是没问题, 但我得和邵先生确认一下。

C: 您什么时候可以让我知道? 确认以后, 我要给你们发正式邀请书。

B: 好吧! 我尽快与邵先生商量一下。明天回复怎么样?

C: 好! 我明天等您的回音。再见!

B: 再见, 史密斯先生!

Conversation 3

A: Hello, is that Mr. Wang?

B: Yes, speaking.

A: This is the Gulf Trade Company, Beijing Office. Have you received our invitation to the dinner party on July 2nd?

B: Yes, I have. I regret I've got a previous appointment and won't be able to come.

A: Too bad! We'll miss you.

A: 喂, 是王先生吗?

B: 是的, 我是王先生。

A: 我是海湾贸易公司驻京办事处。您收到了我们请您出席 7 月 2 日晚餐的请帖了吗?

B: 我收到了。但很抱歉,我事先有约会,不能出席了。

A: 真遗憾! 我们会想您的。

Conversation 4

A: Hello, is this Modern Office Limited?

B: Yes, speaking. What can I do for you?

A: This is Beijing Oil Company. Our general manager and his wife have received an invitation from your company to the annual celebration this Sunday.

B: Oh, will Mr. Wang and his wife be able to come?

A: Yes, they have accepted the invitation with pleasure.

B: Glad to hear it.

A: 喂,您是现代办公用品公司吗?

B: 是的,你有什么事?

A: 我是北京油料公司。我们总经理和夫人收到了贵公司邀请他们出席星期举行的周年庆祝活动的请帖。

B: 哦,王先生和夫人能来吗?

A: 是的,他们非常愉快地接受了邀请。

B: 那太好了。

4

Key Words

鲜活词汇

sales department 销售部

invitation [ˌɪnvɪ'teɪʃən] 邀请,请帖

attend [ə'tend] 出席,参加

Autumn Fair 秋交会

flight [flaɪt] 航班

arrange [ə'reɪndʒ] 安排,整理

wonderful ['wʌndəfʊl] 奇妙的,精彩的

formal ['fɔ:məl] 正式的

confirm [kən'fɜ:m] 证实,核实

confirmation [ˌkɒnfə'meɪʃən] 证实

as soon as 尽快

accept[ək'sept] 接受

activity[æk'tiviti]活动

hospitable['hɒspɪtəbl] 盛情的, 好客的

have the pleasure of 有幸……

zeal[zi:l]热忱,热心

Unit 2

Receiving Guests

商务接待



1

Talk Show

脱口而出

Self-introduction 介绍自己

- ① • Hi! My name is Sharry, what's yours?
嗨。我叫雪莉,你叫什么?
- ② • Allow me to introduce myself. I'm Li Min of Shanghai Oriental Import and Export Company.
请允许我自我介绍一下,我是上海东方进出口公司的李敏。
- ③ • Please let me introduce myself, my name is Huang Jia.
请允许我自我介绍一下,我叫黄佳。

4. May I introduce myself? I'm Tom Baker.

我可以自我介绍一下吗？我叫汤姆·贝克。

5. Haven't we met before? I'm Cindy Amani.

我们以前见过面吗？我是辛迪·阿玛尼。

6. I think I've seen you somewhere before. Aren't you Jim Kimbley? I'm Edward.

我想我在哪里见过你。你是吉姆·金布利吗？我是爱德华。

Greetings at the Airport 机场问候语

1. Did you have a nice journey?

您的旅行愉快吗？

2. How was your flight?

您的旅途怎么样？

3. Welcome to Shanghai. I've been looking forward to seeing you.

欢迎来到上海，我一直期待着与您见面。

4. You must be very tired after such a long journey. Please have a rest in the hotel.

长途旅行之后您一定很累了。请在酒店里休息一下。

5. Is this your first time to Beijing?

这是您第一次到北京来吗？

Introducing One's Job 介绍某人的工作

1. I am a sales manager of a computer company.

我是一家电脑公司的销售经理。

2. I work in the China Oil Import and Export Company.

我在中国石油进出口公司工作。