

新编英语900句系列

附送MP3光盘



English 900 For
Business And Trade

商贸英语
900句

主编 陈伟华 浩瀚

- 从**语法中心论**到**句子中心论**是英语学习**方法的革命**，也是“英语900句”**畅销不衰**的哲学。
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世界图书出版公司

H319.9/659D

:2

2008

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English 900 For Business And Trade

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策 划：北京浩瀚英语研究所

世界图书出版公司

广州·上海·西安·北京

图书在版编目(CIP)数据

商贸英语 900 句/陈伟华, 浩瀚主编. —广州: 广东世界图书出版公司, 2008.6
(新编英语 900 句系列)
ISBN 978-7-5062-9616-8

I. 商… II. ①陈…②浩… III. 商务—英语—口语
IV. H319.9

中国版本图书馆 CIP 数据核字(2008)第 046655 号

商贸英语 900 句

责任编辑: 卢家彬 刘国栋

出版发行: 广东世界图书出版公司

(广州市新港西路大江冲 25 号 邮编: 510300)

电 话: 020-84451969 84459539

<http://www.gdst.com.cn> E-mail: pub@gdst.com.cn

经 销: 各地新华书店

印 刷: 惠州市彩丰印务有限公司

(惠州市汝湖镇水苑工业区 邮编: 516000)

版 次: 2008 年 6 月第 1 版 2008 年 6 月第 1 次印刷

开 本: 850mm×1168mm 1/32

印 张: 9.5

ISBN 978-7-5062-9616-8/H·0571

ISBN 978-7-88765-326-0(MP3)

定 价: 23.00 元

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前言

本书选材丰富多样，实用性和知识性并重。全书围绕商业经营、贸易和谈判的各个环节，有针对性地为读者提供了地道、纯正的商务英语口语，以帮助读者准确地表达经营决策的意图，为读者架设一座跨入国际商界的沟通桥梁。本书采用英汉对照的方式，适用从事或即将从事商贸工作的人士，以及广大英语爱好者阅读。

在实际使用过程中，本书突出如下特色：

MP3：配备纯正的美语录音，为读者打造真实的语言环境。

Cultural Background (文化背景)：萃取传统的文化精华，为读者诠释时尚的主题元素。

Lively Words (鲜活词语)：收集鲜活的单词短语，为读者铺设平坦的学习道路。

Questions and Answers (巧问巧答)：列举精彩的话题问答，为读者展示丰富的交流智慧。

Practical Sentences (流畅金句)：摘录流畅的经典金句，为读者介绍一流的表达技巧。

Sample Conversations (仿真会话)：设置仿真的会话场景，为读者提供广阔的演习空间。

Chapter 1 Business Activities 商务活动



Unit 1	Meeting Visitors 接待来访	1
Unit 2	Visiting Factories 参观工厂	9
Unit 3	Making an Appointment 预约	19
Unit 4	Visiting Clients 拜访客户	30
Unit 5	Dining Together with Clients 与客户进餐	38
Unit 6	Product Description 描述产品	47
Unit 7	Trade Show 商展	55
Unit 8	Business Telephoning 商务致电	66
Unit 9	Advertisement 广告	75
Unit 10	Market Research 市场调研	84
Unit 11	Sales Promotion 产品促销	94
Unit 12	After-sale-Service 售后服务	104



Chapter 2 Trade Activities 贸易活动

Unit 1	Establishing Trade Relations 建立业务关系	112
Unit 2	Inquiry 询盘	120
Unit 3	Offer 报盘	127
Unit 4	Counter-Offer 还盘	134
Unit 5	The Signing of a Contract 签订合同	141
Unit 6	Discount 折扣	151





Unit 7	Commission 佣金	158
Unit 8	Ordering Goods 订货	167
Unit 9	Payment 付款	175
Unit 10	Packing 包装	185

Unit 11	Shipment 装运	195
----------------	-------------------	-----

Unit 12	Quality 质量	205
----------------	------------------	-----

Unit 13	Commodity Inspections 商品检验	211
----------------	----------------------------------	-----

Unit 14	Customs Clearance 通关	218
----------------	----------------------------	-----



Unit 15	Insurance 保险	225
----------------	--------------------	-----



Unit 16	Agency 代理	235
----------------	-----------------	-----

Unit 17	Claims 索赔	247
----------------	-----------------	-----

Unit 18	Arbitration 仲裁	256
----------------	----------------------	-----

Chapter 3 Business Negotiations 商务谈判

Unit 1	Technology Transfer 技术转让	263
---------------	--------------------------------	-----

Unit 2	Bid and Tender 招标投标	269
---------------	---------------------------	-----

Unit 3	The Negotiation on Joint Venture 合资谈判	276
---------------	---	-----

Unit 4	Compensation Trade 补偿贸易	284
---------------	-------------------------------	-----

Unit 5	Processing and Assembling Trade 加工装配贸易	291
---------------	--	-----



Unit

1

接待来访

Meeting Visitors

Cultural Background 文化背景

Receiving the visiting guest is one kind of the persons contacts and also the first impression to clients. In this case, thus much importance should be attached to this aspect.

If you find yourself addressing a business audience from different cultures, here are a few tips: Your first words should formally recognize each senior person present; avoid political comments and sensitive issues in the homes of your clients.

► 招待来访客人是人际交往的一种方式,也是给客人的第一印象,因此应该在这个方面给予足够的重视。

如果你正对来自不同文化背景的商人讲话,这里有几条建议:你应该首先介绍在场的身份较重要的人;避开顾客所在国比较敏感的问题和政治问题。

Lively Words 鲜活词语



alliance [ə'laɪəns] 结盟; 联盟
 banquet ['bæŋkwɪt] 宴会
 big name 重要人士
 brief [brɪf] 摘要
 client ['klaɪənt] 委托人, 客户
 custom ['kʌstəm] 海关
 effort ['efət] 努力
 enjoyable [ɪn'dʒɔɪəbl] 令人愉快的
 entertain [ˌentəteɪn] 招待
 fantastic [fæn'tæstɪk] 奇妙的
 flight [flaɪt] 班机
 freshen ['freʃn] 使精神饱满
 further orders 更多的订单

hospitality [ˌhɒspi'tælɪti] 殷勤招待
 host [həʊst] 东道主
 intention [ɪn'tenʃən] 意图
 interpreter [ɪn'tə:prɪtə] 译员, 口译者
 introduce [ɪntrə'dju:s] 介绍
 jet lag 时差
 journey ['dʒɜ:ni] 旅行
 luggage ['lʌɡɪdʒ] 行李
 patent ['peɪtənt, 'pætənt] 专利; 专利的
 platform ['plætfɔ:m] 月台
 promote [prə'məʊt] 促进
 receive [rɪ'si:v] 迎接

reception [ri'sepʃən] 接见

represent [ˌrɪːpri'zent] 代表; 象征

stay [steɪ] 停留

suitcase ['sju:tkeɪs] 手提箱

very splendid 非常好

welcome ['welkəm] 欢迎, 款待

Questions and Answers 问问巧答

1. Excuse me, are you Dr. Smith?

Yes. I'm John Smith, from Great Britain.

Q 请问, 您是史密斯博士吗?

A 是的, 我是约翰·史密斯, 来自英国。

2. Excuse me, but are you Mr. Smith from America?

Yes, I'm John Smith.

Q 请问您是从美国来的史密斯先生吗?

A 是的, 我是约翰·史密斯。

3. How was your flight, Mr. Smith?

Fine. Although it was quite a long distance from London to Beijing, it was a smooth flight.

Q 您的旅程如何, 史密斯先生?

A 很好。虽然从伦敦到北京很远, 但一路很顺利。

4. How do you do?

How do you do? I'm very glad to meet you.

Q 您好!

A 您好! 见到您非常高兴。

5. Welcome to China, Mr. Smith.

Thank you. It was very kind of you to come and meet me.

Q 欢迎来到中国, 史密斯先生。

A 谢谢, 你们来接我真是太好了。

6. How are you, Mr. Harrison?

Fine, thank you. How nice to meet you again!

Q 您好吗, 哈里森先生?

A 很好, 谢谢。再次见到您真高兴!

7. Allow me to introduce myself, I'm Li Chao, an interpreter from the China National Light Industrial Products Corporation.

How do you do?

① 请允许我自我介绍一下。我叫李超,是中国轻工业产品公司的翻译。

② 您好!

8. My name is Li Fang, I'm from Oriental Group, our company has assigned me to be your host here in Beijing.

How do you do, Miss Li? I'm really glad to meet you here.

① 我叫李芳,来自东方集团。我们公司委派我担任您在北京期间的接待人员。

② 你好,李小姐。在此见到你真高兴。

9. How do you do, Mr. Zhang? Thanks for meeting me at the airport!

You're welcome. Very pleased to meet you.

① 你好,张先生。谢谢你来机场接我。

② 别客气,很高兴来接你。

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

Oh, thank you very much.

① 你好,史密斯先生。让我来帮你拿行李。

② 噢,非常感谢。

11. Did you have a good trip?

On the whole, it's not too bad.

① 旅途顺利吗?

② 总的来说,还不错。

12. Good afternoon, Miss Wang, I'm so happy to meet you again, you come so early.

① 下午好,王小姐,很高兴再次见到你,你来得真早。

② 2点30分就见到你真使我

I'm surprised to see you here at 2:30. I thought I had to call you at three o'clock.

点吃惊。原想3点再给你打电话呢。

Practical Sentences 流畅金句

Meeting the guests 接客见面

1. *Oh, how do you do, Mr. Smith? Welcome to Beijing.* 您好, 史密斯先生, 欢迎来到北京来。
2. *Excuse me, are you from Peking University? I'm John Smith from England.* 请问, 您是北京大学来的吗? 我是来自英国的约翰·史密斯。
3. *That's very kind of you to come and meet us at the airport.* 谢谢您来机场接我们。
4. *I hope you'll enjoy your stay in China.* 祝你们在中国愉快。
5. *I'm very glad to have the opportunity to meet you.* 很高兴有机会同您见面。
6. *I have often heard about you.* 久仰久仰。
7. *May I have your business card?* 能给我一张您的名片吗?
8. *How do you pronounce your name, please?* 请问您的名字怎么样念?
9. *I'll tell Mr. White that you've arrived.* 我马上告诉怀特先生, 说您已经到了。
10. *I'm sorry to have kept you waiting.* 对不起, 让您久等了。
11. *Would you please have a seat and wait for a few moments?* 请您坐下稍等片刻。

Asking about the trip 询问旅途情况

1. *How was your flight?* 旅途愉快吗?
2. *How was your flight? Did everything go all right?* 旅途愉快吗? 一切都还顺利吧?
3. *Did you have a good flight?* 旅途愉快吗?
4. *You must be tired after such a long flight. Shall I take you straight to your hotel.* 长途飞行一定很累, 我直接带您到旅馆好吗?
5. *How was your flight? Was it comfortable?* 你坐的班机怎么样? 还舒服吗?
6. *Did you get any sleep on the plane?* 您在飞机上睡得好吗?

Sample Conversations 仿真会话



Conversation 1

A: Excuse me, but I think you are Mr. Brown.

B: Yes, Are you Mr. Li's secretary?

A: Yes, sir. Nice to meet you. Mr. Li asked me to come here in his place to pick you up. My name is Anne.

B: Thank you very much.

A: Do you need to get back your luggage?

B: No, I don't. I've only brought a briefcase here.

A: Mr. Brown. Our car is out in the parking lot.

B: Oh. I see. Thank you.

A: My pleasure. By the way, did you have a pleasant flight?

B: Yes, I did.

A: 对不起,我想您是布朗先生吧?

B: 是的。你是李先生的秘书吗?

A: 是的,先生。见到您很高兴。李先生让我替他来接您。我叫安妮。

B: 非常感谢。

A: 您要取回行李吗?

B: 不,我只带了一个公文包。

A: 布朗先生,我们的车就在外面的停车场。

B: 噢,我知道了,谢谢你。

A: 不用客气。顺便问一下,您的旅途愉快吗?

B: 是的,很愉快。

Conversation 2

A: I think you are Mr. Tailor.

B: Yes.

A: Welcome to New York. I am here to meet you. Our manager Mr. Li asked me to say hello to you.

B: Thank you.

A: Did you have a nice trip?

B: Yes, I did.

A: 我想您是泰勒先生吧?

B: 是的。

A: 欢迎您来到纽约,我是来接您的,我们的经理李先生让我转达他对您的问候。

B: 谢谢。

A: 您旅途愉快吗?

B: 是的。我很愉快。

Conversation 3

A: Good morning, sir. Can I help you?

B: Yes, I'd like to see the manager. Here's my card.

A: Thank you, Mr. Li. Do you have an appointment?

B: No, I'm afraid I don't. Is it possible for him to see me now?

A: I'm afraid Mr. Liu is engaged at the moment. Would you mind waiting?

B: Well, how long will it be?

A: About half an hour.

B: That's too bad. I can't wait that long. I have another appointment at ten.

A: Can the Assistant Manager meet you instead?

B: No, I have discussed the details about sales of our new equipment with him on the telephone yesterday. I doubt if anyone else would know about the matter.

A: Do you want to make another appointment?

B: Yes, I suppose that's the best thing I can do now. I'll be here on Thursday morning, 10 o'clock. Is that all right?

A: Yes, I'll make a note of that and ask Mr. Liu to confirm.

B: Thank you.

A: 早上好,先生,有什么事吗?

B: 是的,我想见一下你们经理,这是我的名片。

A: 谢谢,李先生,您有预约吗?

B: 没有,他现在有可能见我吗?

A: 刘先生现在很忙,您能等一会儿吗?

B: 好的, 大约要等多长时间呢?

A: 大约半小时。

B: 太糟了。我不能等那么长时间, 我在十点钟还有一个约会。

A: 可以让副经理见您吗?

B: 不行。我昨天已经和你们经理在电话里讨论了关于出售我们设备的细节, 我不知道别人是否知道此事。

A: 您想另外定一个约会时间吗?

B: 是的, 我想这是最好的选择了, 我于周四上午 10 点来, 可以吗?

A: 可以, 我将写一个备忘, 并请刘先生确认。

B: 谢谢你。

Conversation 4

A: Excuse me. Are you Mr. John Smith?

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

A: No sir, I'm not. I'm Brian Tayler, sales manager at Apex Trading. Hi. (extends hand first; they shake hands) Mr. Liu 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.

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

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

B: A limo? (chuckling) I see you're trying to butter me up!

A: I hope you had a pleasant flight over, John. I've travelled 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. Liu 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. Liu 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 offices? I'll pick you up at the hotel at 9:10.

B: That'll be fine. Brian, 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 happy to show you around.

B: Well, I have instructions not to mix pleasure with business on this trip. But could we see Shanghai World Trade Center?

A: That's no problem. I'll set up appointments for later this week.

B: Thanks very much.

A: 对不起,您是约翰·史密斯先生吗?

B: 我是,来自加拿大 Northern Reflections 公司。您是刘先生吧?

A: 不,我不是。我是 Brian Tayler, Apex 贸易公司的业务经理。您好。(伸手与对方握手)刘先生要我来接您,因为他今早突然有事无法分身。他非常想见您,要我先代他向您致意。

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

A: 这是我的荣幸。让我帮您提行李好吗? 我们有辆豪华轿车在外面候驾。

B: 豪华轿车?(低声地笑)我看你们是想讨好我吧!

A: John, 我希望您来访旅途愉快。我以前也搭过横渡太平洋的航线,我知道有多累。

B: 除了不时有气流不稳之外,一路都很顺利。老实说,我觉得自己还是很有精神。

A: 很高兴听您这么说,这是不是说您今晚可以让我们招待便饭? 刘先生要我问一声。

B: 他太客气了! 不过事实上我情愿静静地在饭店休息一晚,准备明天的会谈。刘先生不会介意吧?

A: 当然不会,他想您可能需要稍作休息。跟您确定一下,您知道明天的会议是早上 10 点在我们的办公室举行吧? 我 9 点 10 分到饭店接您。

B: 很好。非常感谢您, Brian。

A: 我很乐意为您服务。对了,在停留期间,您是否想去参观一些地方? 我可以带您逛逛。

B: 很不巧,上级指示我这次不能假借谈公事四处游玩。不过,我们可以到上海的世贸中心参观吗?

A: 没问题,这个周末前我会安排时间。

B: 多谢。

Unit

2

参观工厂

Visiting Factories

Cultural Background 文化背景

Words of welcome:

I am very happy that you have come all the way from China to visit our company. We are very proud and honored to welcome a distinguished group of guests such as you to our company.

Our staff and employees will do their best to make your visit comfortable and meaningful. Today, they will also introduce to you our newly built plant and reasearch center. Please do not hesitate to ask any questions you might want to ask.

I want to extend my warmest welcome to all of you, and sincerely hope that your visit here will be worthwhile and fruitful. Thank you!

► 欢迎致辞:

很高兴各位不远万里从中国到这里来参观本公司。对于能有像你们这样尊贵的客人莅临本公司,我们深感骄傲和荣幸。

本公司员工将会竭尽全力让各位的访问愉快而有意义。今天,他们还将向各位介绍我们新建的工厂和研究中心。如果各位有什么问题,请别客气,尽量提问。

在此,我谨向各位表达我个人最诚挚的欢迎,并衷心希望各位不虚此行,访问取得丰硕成果。谢谢!

Lively Words 鲜活词语



action ['ækʃən] 操作

all together 总共

at any point 在任何时间

break down to 分解成

button ['bʌtn] 按钮

continuity ['kɒntɪ'nju(:)ɪti] 连续性

describe [dis'kraɪb] 描述

do the math 计算

efficient [i'fɪʃənt] 有效率的

ensure [in'ʃʊə] 确保

factory site 厂房

feel free 随意

gear [giə] 装备
 hard hat 工程帽
 I'll be happy to... 我愿意...
 I'll bet... 我敢说..., 我确信...
 injury ['indʒəri] 损伤
 intensity [in'tensiti] 强度
 laboratory [lə'bɒrətəri] 实验室
 maintain [men'tein] 维护
 maintenance [ˈmeɪntɪnəns] 维修
 make sure 保证
 more than 超过
 move on 继续前进
 necessary ['nesisəri] 有必要的
 on the ground floor 在主要生产车间
 operation [ˌɒpə'reɪʃən] 操作

oversee ['əʊvə'siː] 监督, 检查
 package ['pækɪdʒ] 包装
 plant [plɑːnt] 工厂, 车间
 produce [prə'djuːs] 生产
 production line 生产线
 protective [prə'tektɪv] 防护性的
 quality control 质量检查(控制)
 run smoothly 平稳运转
 safety goggles 护目镜
 show sb. around 带某人转转
 system engineer 系统工程师
 take place 发生
 test cubicles 测试台
 wonder why 想知道为什么

Questions and Answers 巧问巧答

1. I'll be accompanying you on your tour today.

Thank you for all the trouble you're going to take for me.

Q 今天我会陪你参观。

A 谢谢你替我省去一切麻烦。

2. We'll reach the plant by 10:30 and we'll be on a tour before lunch. We're scheduled to be back here in Beijing by 2:30.

Could you be a little more specific?

Q 我们 10:30 以前到达工厂, 午餐前会先去视察。预定下午 2:30 以前返回北京。

A 能不能讲更详细些?

3. I'll give you a complete picture of our operation.

Thank you. That's why I came.

Q 我们会把我们制作过程的总图给您。

A 谢谢您。这正是我今天来的目的。

4. When was this factory founded?

In 1976 with a capital of 2 million dollars.

Q 这家工厂是何时成立的?

A 1976 年, 当时资本为 200 万美元。

5. Why don't we start at our main plant?

Sure. What's your annual output?

Q 为什么不从我们总厂开始参观呢?

A 当然好啊。你们年产量是多少?

6. What do you think of our factory?

I'm very favorably impressed. I think we may be able to work together.

Q 您对我们工厂印象如何?

A 印象深刻, 非常佩服。我想, 我们或许能一块儿合作。

7. Thank you very much for the tour.

Not at all. I'm sorry I couldn't answer all of your questions better.

Q 非常感谢安排这次参观。

A 别客气。抱歉不能更详细地回答你所有的问题。

8. Maybe we could start with the Design Department. And then we could look at the production line.

Of course. This way, please.

Q 也许我们该先参观一下设计部门, 然后再去看看生产线。

A 当然可以。请走这边。

9. I'm pleased you found it helpful. What's your general impression, May I ask?

I'm impressed by your approach to

Q 很高兴您觉得这次参观对您有所帮助。不知您对我们厂总体印象如何?

A 你们的经营方式给我留下了很