

900 English Sentences for Business Negotiation



商务即用英语全攻略丛书 ■■■■

商务英语谈判

9000



浩 瀚·主编



机械工业出版社
CHINA MACHINE PRESS



商务即用英语全攻略丛书

后翔英语
Houxiang English

900 English Sentences for Business Negotiation

商务英语谈判 900句典

主 编 浩 瀚

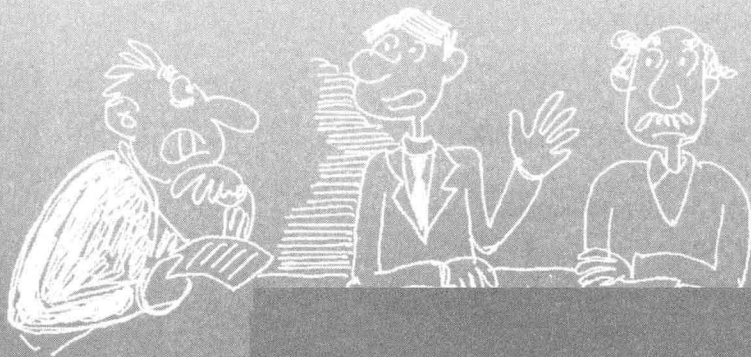
参 编 马 兰 陈红彬 郭美娟 刘雷雷

王亚彬 王应铜 岳永铭 李庆磊

蔡 丹 韩 磊 田正友 马 迅

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记忆·理解
自助式·效率型
即学即用·举一反三



机械工业出版社

本书分为谈判前的准备和谈判进行中两个部分,其中的背景知识以中英文对照的方式让读者对商务谈判业务流程有清晰的理解。文中提供大量的典型范例,快速提高读者对商务谈判用语、常见问答的熟悉程度。同时配以“即学即用”,让读者感觉身临其境。本身旨在提高读者的自我表达能力,使读者能听得懂、说得出,不再有有口难言的挫折感,免除不知所云的尴尬。

图书在版编目(CIP)数据

商务英语谈判 900 句典/浩瀚主编. —北京:机械工业出版社,2008.1

(商务即用英语全攻略丛书)

ISBN 978 - 7 - 111 - 23015 - 1

I. 商… II. 浩… III. 贸易谈判—英语 IV. H31

中国版本图书馆 CIP 数据核字(2007)第 196048 号

机械工业出版社(北京市百万庄大街 22 号 邮政编码 100037)

责任编辑:高亚威

责任印制:李 妍

北京鑫海金澳胶印有限公司印刷

2008 年 2 月第 1 版·第 1 次印刷

169mm×230mm·13.25 印张·197 千字

标准书号:ISBN 978 - 7 - 111 - 23015 - 1

定价:23.50 元

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编辑热线电话:(010)88379037

封面无防伪标均为盗版

本书导读

商业谈判局势瞬息万变,如何准确地找到立足点,谈成好生意,会说流利的英语及熟悉谈判程序,掌握发言技巧,都是成功的关键。尤其在正式场合中,面对着重要人士,如何遣词造句,畅快表达,则更显重要。本书以独特而实用的编写体例,地道的英语交际用句,使读者轻松开启驾驭英语谈判的成功之门。

本书分为谈判前的准备和谈判进行中两个部分,其中的背景知识以中英文对照的方式让读者对各部分的商务谈判业务流程有清晰的理解。文中提供大量的典型范例,快速提高读者对商务谈判用语、常见问答的熟悉程度,方便记忆,易于读者掌握运用。同时配以“即学即用”,提供一些浅易通俗的、能够反映外贸谈判准备和谈判活动的实例,目的是让读者身临其境,在实际商务谈判中立于不败之地。

本书的主要特点是:

1. 符合商务英语谈判的构成

(1) 从预约、建立贸易关系、询盘、报盘、价格、折扣、佣金、保险、包装、合同条款等谈判内容入手,让读者能够全面掌握谈判的流程,从而应对自如。

(2) 依照不同主题,分门别类精选符合具体商业场景的实例用法。力争营造逼真的语言环境,让读者学有所得,学以致用。

2. 精选适用性极强的语句

(1) 根据现实的谈判情境,严格挑选马上就可使用的英语用法,真正做到即学即用,轻松达到自由沟通。

(2) 精选多个范例,并在句中标出重要表达句型,读者可以根据各种状况替换上适当的词汇,达到触类旁通的目的。

3. 详细而精彩的范例

将范例细分门类,逐一编成条目,并采用中英文对照形式,读者可以在最短的时间内找到自己想要的资料。

本书旨在提高读者自我表达能力,使读者能听得懂,说得出,不再有有口难言的挫折感,免除不知所云的尴尬。最终,让读者熟悉商务谈判流程,轻松用英语表达意愿,尽显专业风范!



本书导读

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Part

I

谈判前的准备

Preparation

- Chapter 1 预约
- Chapter 2 初步接触



Chapter 1 Make an Appointment

预 约



Background Information

Talking on the telephone in a foreign country reveals some interesting cultural differences. Of course, making or receiving a telephone call in a second or other language can be difficult, not merely because of the language itself—It is a very intensive way of communicating, especially since there is no opportunity to observe body language. Some cultural aspects of greetings, apologies, asking a person to wait, leaving and taking messages as well as ending a conversation—all show that there are variations in what to do when telephoning.

在国外用电话交谈会显露一些有趣的文化差异。当然,用第二语言或者其他的语言拨打或接听一个电话是很困难的,这不仅仅是因为语言本身——这是一个使用频繁的沟通方式,尤其是因为看不到对方的身体语言。一些礼貌的问候,道歉,叫一个人等候,留言,以及结束谈话等行为——涉及到文化层面就显示出了不同文化背景下打电话时的差异。



Unit 1

Telephone Calls

电话用语

1 hello, (this is)... → 你好, 这是 ~

{ Hello. This is John Smith speaking.

{ 你好, 我是 John Smith.

{ Hello. This is ABC company.

{ 你好, 这儿是 ABC 公司。

{ Hello. This is 390 - 8762. Wu Yuan speaking.

{ 你好。这里是 390 - 8762。我是吴媛。

2 hello, is... → 你好, 是 ~ 吗

{ Hello, is that 981-0039, please?

{ 你好。请问是 981-0039 吗?

{ Hello, is George Clinton there?

{ 你好。您是乔治·克林顿吗?

{ Hello, is that Mary speaking?

{ 你好。您是玛丽吗?

{ Hello, is John Smith in?

{ 你好。约翰·史密斯在吗?

{ Hello, is this Beijing Trading Company?

{ 你好, 这里是北京贸易公司吗?

3 can I/may I... → 我能 ~ 吗

{ May I speak to Mr. Cowley, please?

{ 请找考利先生接电话。

{ May I ask who's calling?

{ 请问您是哪位?



- { May I take a message?
有什么需要转告的吗?
- { Can I have your name and number, please?
请问您贵姓? 电话号码是多少?
- { Can I help you?
我能帮忙吗?
- { Can I have extension 3456, please?
请帮我接 3456 分机好吗?
- { May I ask why you're calling?
您有什么事吗?
- { May I leave a message?
我可以留个口信吗?
- { May I know when he'll be back?
你能告诉我他什么时候回来吗?
- { May I have a word with Mr. Harison?
我可以和哈利森先生讲几句话吗?

4 yes, ... → 我就是, ~

- { Yes, please.
我就是, 请讲。
- { Yes. Who's speaking there?
我就是。请问你是谁?
- { Yes. Who's calling, please?
我就是, 请问您是哪位?
- { Yes. Which company are you from?
我就是, 请问您是哪个公司的?
- { Yes, this is she(he), please.
我就是。
- { Yes. Who is this, please?
请问您是谁?



5 can/could you... → 你能~吗

{ I can't hear you well. Can you please speak slower(louder)?

{ 我听不清楚。您能慢点说吗(大点声)?

{ Can you hold the line, please?

{ 请稍等,不要挂断电话。

{ Could you please take a message for him?

{ 您能替我给他捎个口信吗?

{ Could you please tell him I called?

{ 您能告诉我我来过电话吗?

{ Could you please ask him to call me at 372 - 8506?

{ 请您告诉他给 372 - 8506 回个电话,好吗?

{ Could you ring/phone/call back later?

{ 您可以一会再打回来吗?

{ Could you put me through to extension 3456, please?

{ 请帮我接 3456 分机,好吗?

{ Could you give John a message?

{ 您可以给约翰留言吗?

{ Could you ask John to call me when he gets back?

{ 约翰回来时请您告诉他给我回电,好吗?

{ Could you tell John I'll call back later?

{ 您能告诉约翰我会晚些回电吗?

{ Can you give me some idea what time he'll be in?

{ 您知道他何时回来吗?

{ Could you ask him to call me back? This is Xiao Gang and number is 728 -

{ 3275.

{ 请你叫他给我回电话,好吗? 我叫小刚,电话号码是 728 - 3275。

{ I'm sorry I can't hear you clearly. Can you hang up and call back?

{ 对不起,我听不清。把电话挂了,然后给我打过来,可以吗?

{ Could you like to leave a message?

{ 您要留言吗?



6 hold... → 请稍等

Hold/hang on, please.

(= Just a minute/moment/second, please.)

请别挂机。

Hold the line, please. I'll put you through.

请别挂机。我为您转接。

I'm afraid his/her line's engaged. Do you want to hold?

恐怕他/她的电话正占线。您要等一会吗?

Hold on, please. I'll call her.

请稍候,我去叫她。

Please hold the line. She'll be here in a minute.

请稍候,她马上就来。

I'm sorry you have the wrong extension. Hold the line and I'll transfer you to Mr.

You Yonghai.

很遗憾,您的分机号码没拨对。请稍候,我把电话转给尤永海先生。

I will hold for a while.

我等一会儿。

7 put through /connect /transfer → 转接电话

I'm putting you through now.

我给您转过去。

I'm connecting you now.

我给您转过去。

I will transfer your call to him.

请稍候,我将为您转接。

I'll put him(her) through.

我会为您接通电话。

8 get the wrong number → 打错电话

It seems I got the wrong number. Sorry to have bothered you.

我好像打错电话了。抱歉打扰您了。



{ It seems you've got the wrong number.

{ 您打错电话了。

{ I'm afraid you've got the wrong number.

{ 您拨的号码可能不对吧。

{ Sorry, I must have got the wrong number.

{ 对不起,我肯定把号码拨错了。

{ What number did you dial/call? I'm afraid you've got the wrong number.

{ 您打的是什么号码? 大概打错电话了吧。

9 take /leave a message → 留言

{ Would you kindly take a message?

{ 您可以帮我留言吗?

{ Can I leave a message?

{ 我可以留言吗?

{ I would like to leave a message.

{ 我想留言。

{ I hate to trouble you, but it is urgent. Please leave a message to him.

{ 不好意思麻烦您了,但是事情比较紧急。请将这个讯息传达给他。

{ Would you like to leave a message?

{ 您可以留言吗?

{ Can I take a message for him?

{ 您可以给他留言吗?

{ We are required to write down the number when we take a message.

{ 公司要求我们在记录留言时写下电话号码。

10 I'm calling to... → 我打电话是为了~

{ I'm just calling to say hello.

{ 我只是想打电话问候一下。

{ I'm just calling to touch base.

{ 我打电话看你过得好不好。



{ I'm calling to ask about the questionnaire.

{ 我打电话询问关于问卷调查的事。

{ I'm calling to let you know the details of it.

{ 我打电话是告诉你关于这件事的细节。

{ I'm calling to tell you about the exam.

{ 我打电话告诉你关于考试的事。



call... back/return... call ➔ 回电

{ Would you have him call me back? My number is 1234567.

{ 您可以请他回电吗? 我的电话号码是 1234567。

{ I would like him to return my call. My number is 1234567.

{ 我希望他可以回电。我的电话号码是 1234567。

{ No, thank you. It's not urgent. I'll call back later.

{ 不用了, 谢谢, 没什么急事。我等会再打过来。

{ I'm sorry it's a bad line. Please hang up and I'll call back.

{ 很遗憾, 线路太糟了。请把电话挂了, 我再给您打过来。

{ Please ask him to call me back when the meeting is over.

{ 会议结束时请他给我回电话。

{ Could you ask him to call me back?

{ 您能让他给我回电话吗?

{ Thank you. I'll call you back later.

{ 谢谢。过一会儿我给您回电话。

{ I'll call you back at 4:30.

{ 我 4:30 给您回电话。

{ I'm returning Mr. Johnson's call.

{ 我在给约翰逊先生回电话。

{ I'll have her call you when she comes back.

{ 她一回来, 我就让她给您回电话。

{ Let me call you back later.

{ 一会我再给您去电话。



即学即用



Making Use

A: Good morning! Beijing Trading Company. May I help you?

早上好!北京贸易公司,我能为您服务吗?

B: Good morning! This is Mr. Smith of King Electronics Company. I'd like to speak to Mr. Zhong, please.

早上好!我是肯电气公司的史密斯。我想找钟先生。

A: We have two Zhongs here. Is that Bob Zhong, or John Zhong?

我们这里有两位先生姓钟。你要接鲍勃·钟,还是约翰·钟?

B: Bob.

鲍勃。

A: Is Mr. Bob Zhong in the Overseas Sales Division?

请问是海外销售部分公司的鲍勃·钟吗?

B: Right.

是的。

A: I'm sorry, he's not in the office now.

很抱歉,他现在不在办公室。

B: Do you have any idea when he'll be back?

你知道他何时回来吗?

A: He should be back at any moment.

他随时都会回来。

B: I wonder if you could give Mr. Bob Zhong a message for me?

您能不能给鲍勃·钟先生捎个口信?

A: Yes. Certainly. Just a minute. I'll get a pen. (Pause) OK. Please carry on.

当然可以。请等一下。我拿支笔。(停顿)好的,请说。

B: There will be a very urgent meeting at three o'clock and I would like Mr. Bob Zhong to attend it.

三点钟有一个紧急会议,我想让鲍勃·钟先生参加。



A: OK. An urgent meeting. . . three o'clock. . . May I ask what it's regarding?

好的……一个紧急会议……三点钟……请问是关于哪方面事情的?

B: Yes. It's regarding the foreign exchange market and our sales strategy this year.

哦,是关于外汇市场和我们今年的销售策略问题的。

A: Shall I tell Mr. Bob Zhong to prepare any material?

要不要告诉鲍勃·钟先生去准备一些资料?

B: Yes, thank you.

好的,谢谢你。

A: I'll let him know, Mr. Smith.

史密斯先生,我将转告他。

B: Thank you very much. Bye.

非常感谢。再见。

A: You're welcome. Bye.

不客气。再见。