

ENGLISH
CONVERSATION
FOR COMMERCE

英语口语突破书系

· 音带版 ·

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商务英语口语

1000句

完全自助式口语——

自我提高、无师自通

完全效率型口语——

典型语句、举一反三

完全功能型口语——

逼真环境、注重实用

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商务英语会话 1000 句

English Conversation for Commerce 1000

徐振盛 编译

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一、接机篇

1. 从机场到旅馆

确认初次见面的对象:

A: Excuse me. Are you Mr. and Mrs. Watson of
Top Management Incorporated?

对不起,您们是TOP管理公司的沃森夫妇吗?

B: Yes, we are.

是的,我们是。

A: Excuse me, but would you perhaps be Mr. and
Mrs. Watson?

对不起,您们是沃森夫妇吗?

B: No, we're not.

不,我们不是。

A: Oh, I'm sorry.

哦,对不起。

Excuse me, I'm looking for Mr. and Mrs. Wat-
son.

对不起,我找沃森夫妇。

Pardon me, but are you Mr. and Mrs. Watson?

对不起,你们是沃森夫妇吗?



自我介绍:

I'm David Chen of the SBC Corporation.

我是 SBC 公司的陈大卫。

I'm David Chen, the sales manager of the SBC Corporation.

我是陈大卫, SBC 公司的销售经理。

Welcome to Taiwan, Mr. Watson. I'm David Chen from the SBC Corporation.

沃森先生, 欢迎到台湾来, 我是 SBC 公司的陈大卫。

向初次见面的人问候:

A: How do you do, Mr. Peters?

皮特斯先生, 幸会。

B: How do you do?

幸会。

A: I'm glad to meet you.

很高兴认识你。

B: Thank you. I'm glad to meet you too.

谢谢, 我也很高兴认识你。

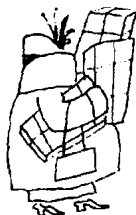
A: I'm pleased to meet you, Mr. Peters.

皮特斯先生, 很荣幸认识你。

B: The pleasure is mine.

是我很荣幸。

A: It's certainly a pleasure to meet you.



真的很荣幸认识你。

B: The pleasure's mine.

是我很荣幸。

I'm delighted to meet you, Mr. Peters. I've heard so much about you from Mr. Jeffries.

皮特斯先生,很高兴认识你,杰弗里先生多次提及你。

向长辈问候:

A: It's a great honor to meet you.

认识您是我莫大的荣幸。

B: The honor is all mine. (or: It's me who is honored to meet you.)

是我很荣幸(或认识您应该是我的荣幸)。

通过别人介绍而自我介绍:

How do you do? I'm Peter Wang of the Taipei Electric Company. Mr. Walker suggested I get in touch with you.

您好!我是台北电子公司的王彼得,沃克先生介绍我和您联系。

向已认识的人打招呼:

A: Hello, Mr. Novak. It's nice to see you again.

哈啰,诺威克先生,很高兴再见到你。

B: Hello, Mr. kato. Same here.

哈啰,凯特欧先生,我也一样。

A: It's a pleasure to see you again.



真高兴再见到你。

B: Thank you. How have you been?

谢谢。近况如何?

A: We've been quite busy, thanks.

很忙,谢谢。

A: Good morning, Mr. Worthington. How are you?

早上好,沃斯顿先生,你还好吗?

B: Fine, thanks. How are you?

很好,谢谢,你还好吗?

A: Fine, thank you.

很好,谢谢。

问候旅途情形:

A: How was your flight?

旅途如何?

B: Not bad, but I'm a little tired.

不错,但我有点累。

A: How was your flight? Did everything go all right?

旅途如何?一切顺心吗?

B: Yes, I enjoyed it thoroughly.

是的,非常痛快。

A: Did you have a good flight?

旅途愉快吗?



B: Yes, it was very pleasant.

是的, 非常愉快。

A: Did you have a safe trip?

旅途安全吗?

B: It was very comfortable, but there was a little bit of turbulence.

非常舒适, 但有点乱流。

询问可否送某人到旅馆:

A: Mr. Watson, shall I take you to the hotel now?

沃森先生, 我现在可以送你到旅馆吗?

B: Yes, please. (or: Yes, that would be great.)

是的, 请。(或: 是的, 太好了。)

A: You must be tired after such a long flight. Shall I take you straight to your hotel?

这么长的飞行后你一定累了, 我可以直接送你到旅馆吗?

B: Yes, I think that would be best.

是的, 我想那最好不过了。

询问是否已预约旅馆:

A: Did you make reservations for a hotel tonight?

你预订今晚的旅馆了吗?

B: Yes, I'm booked at the Grand Hotel.

是的, 我订了圆山大饭店了。



A: Forgive me for not asking before, but have you make hotel reservations?

原谅我没事先问你,你订旅馆了吗?

B: No, the trip was so sudden.

没有,这是临时决定的旅行。

询问想投宿何种旅馆:

A: Would you prefer a Western-style hotel or a Chinese style inn?

你喜欢西式还是中式旅馆?

B: I'd like to try a Chinese inn.

我想住中式旅馆。

A: Shall I get a room for you at the Grand Hotel, where you stayed the last time you were here?

我可以订上次你住过的圆山大饭店吗?

B: Yes, that will be fine.

好的,那太好了。

想帮人提行李:

A: Let me carry your bags for you.

我帮你提行李。

B: Yes, thank you.

是的,谢谢。

A: Here, let me help you carry your bags.

我帮你提包。

B: Oh, that's all right, I can manage.



哦！不必了，我自己来。

A: Yes, but I've got two hands free.

是的，但我两只手空着。

A: Here, let me take your bags for you.

我帮你提包。

B: Please don't bother. I'm sure I can manage.

不麻烦了，我自己来。

A: Well, at least let me take one of them.

至少让我拿其中的一个吧！

想请行李员帮助某人：

Shall I have a porter help you?

要我叫行李员帮你吗？

Let's have a porter take care of your luggage.

我们叫行李员帮你提行李。

带路至停车处：

I have a car waiting outside to take you to your hotel. Right this way, please.

我有车停在外面可送你到旅馆，请这边走。

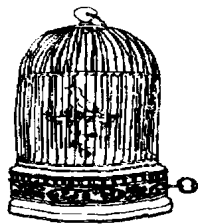
There's a car waiting for you, so please come this way.

有车等你，请这边走。

There's a car waiting for you, so please follow me.

有车等你，请跟我来。

We have a car waiting just outside the door over



here.

我们有车就在这门外等候。

因取车请稍候时：

I'll bring my car here, so please wait a moment.

我去把车开来,请稍候。

I'll have the car brought here, so please wait a moment.

我将车开来,请稍候。

叫出租车时：

Let me call a taxi.

我叫部出租车。

Let me get a taxi.

我叫部出租车。

坐车时：

Please get in the back.

请坐后面。

Let me put your bags in the trunk.

让我将你的包放入行李箱。

询问是否初次来台湾：

A: Is this your first visit to Taiwan?

这是你第一次来台湾吗?

B: Yes, it is.

是的。

A: Well, we've planned many things to help you



enjoy your stay.

我们准备了许多能让你满意的活动。

B: Thank you. That's very kind of you.

谢谢,你们真是太好了。

在车内邀请共进晚餐:

A: After we get to the hotel, would you like to have dinner with me?

我们到旅馆后,可否和我共进晚餐?

B: Fine, but before that, I'd like to take a shower and rest just a bit.

好的,但用餐前我想先洗个澡并休息一下。

A: After you've had a chance to relax briefly at the hotel shall we have dinner together?

你到旅馆休息一下后,我们可以一起吃晚餐吗?

B: All right. By what time should I be ready?

好的,我该什么时候准备好?

对方所说的话听不清楚时:

I beg your pardon?

请再说一遍。

Please speak a little more slowly.

请说慢一点。

A little more slowly, please.

请再慢一点。



Please speak a little louder.

请说大声一点。

What did you say?

你说什么？

Sorry. I couldn't get what you said.

对不起，我听不清楚你说什么。

对对方所说的内容不甚了解时：

I'm sorry, but I don't understand.

抱歉，我不了解。

What do you mean by PPB?

你所说的 PPB 是什么意思？

Well, I'm not certain I understand your question.

Would you mind rephrasing it?

我的确不了解你的问题，你介意改述吗？

英语不行而想以英语说话时：

Mr. Watson, I'm a beginner of English, so please speak slowly when you talk to me.

沃森先生，我初学英文，当你跟我说话时请讲慢一点。

I seldom have a chance to speak with non-Chinese, so speaking English is very difficult for me.

我很少有机会和外国人讲话，所以说英语对我来说相当困难。

到达旅馆时：

B: How much longer will it take to get to the hotel?



还要多久才能到旅馆？

A: Just another 15 minutes or so. Oh, here we are. This is the hotel where you're going to stay tonight.

大约要 15 分钟左右。哦！到了，这是今晚你要住的旅馆。

递给行程表：

Here's a schedule we've prepared.

这是我们准备好的行程表。

I have arranged your schedule. I hope it's suitable. 我已安排好你的行程，我希望是合适的。

This is the schedule for Mrs. Watson. Mr. Lin from our department will take care of you.

这是沃森太太的行程表，我们部门的林先生会照顾你的。

想要跟对方商讨行程表时：

Let's go over tomorrow's schedule.

我们看一下明天的行程表。

Shall we discuss the schedule in the lobby?

我们可以在大厅讨论一下行程表吗？

Do you mind if we talk about your schedule from tomorrow?

你介意我们讨论从明天起的行程吗？

告诉某人明天来接他的时间：

Tomorrow I'd like to pick you up here at the hotel,



at 9:00 a.m. . Would that be all right?
我想明天早上 9 点来旅馆接你,可以吗?

We'll pick you up at 7:00, so just wait in the lobby.

我们 7 点来接你,请在大厅等候。

询问明天几点可来旅馆相见:

What time shall we come for you tomorrow?
我们明天几点来见你?

What time shall we come and get you?
我们几点来接你?

在旅馆分手时:

Good night. See you tomorrow.
晚安,明天见。

Good night. Have a nice time.
晚安,祝你愉快。

2. 从旅馆到公司

请对方到旅馆大厅:

Good morning, Mr. Babcock. I'm in the lobby.
早上好,巴布考克先生,我在旅馆大厅。

早上的问候:

A: Good morning, Mr. Jones. Did you sleep well last night?

早上好,琼斯先生,昨晚睡得好吗?

B: I slept like a log, and you?



我睡得像一块木头,你呢?

A: Just fine.

很好。

关于天气的寒暄:

Nice day, isn't it?

好天气,不是吗?

Hot today, isn't it?

天气热,不是吗?

Cold, isn't it?

冷,不是吗?

Bad weather, isn't it?

坏天气,不是吗?

Muggy, isn't it?

闷热,不是吗?

关于某日行程的说明:

I think we should discuss today's schedule before we leave.

我想在我们出发前应先讨论今天的行程。

Now I'd like to escort you to our company.

现在我陪你到我们公司。

We'll be leaving here by car at 9:00 and should reach the Xinzhu plant by 10:30. We're scheduled to be back here in Taipei by 5:00 this evening.

我们9点坐车出发,10点半到新竹工厂,预计今

