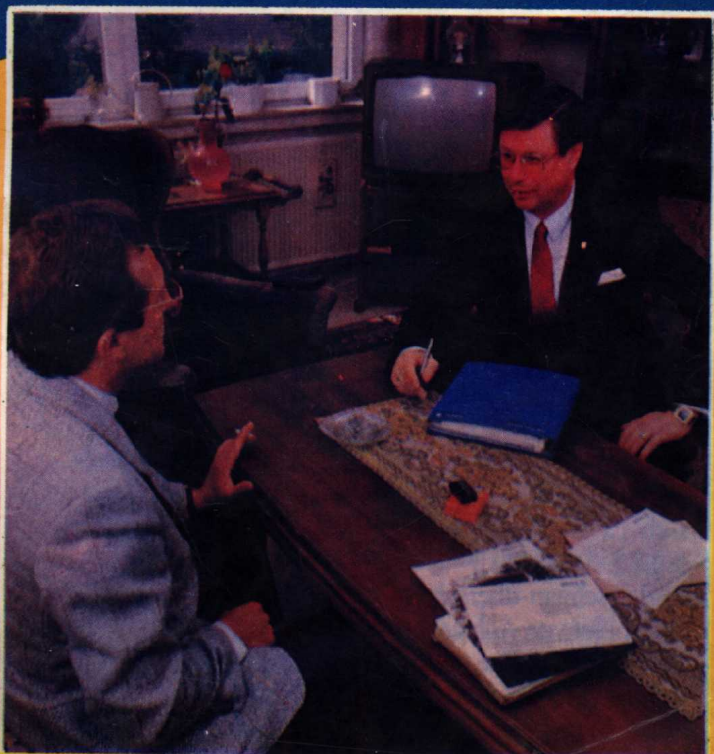


舒宁 鲁炜 奚业武 编译

商业英语 会话训练



■ 本书配录音磁带3盘

安徽科学技术出版社

(英汉对照)

商业英语会话训练

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编者说明

本教材的特点是专业性强，并附有大量的练习题，在目前国内的英语教材中还不多见，很具独特性和实用性。使用对象十分广泛，从商业领域不同层次的工作人员到工商、外贸院校的学生，以及立志进修商贸课程的自学者，还有以前学过很深程度的英语而无机会实践口语的人和愿意扩大英语基本知识（包括日常商业用语）的人。

本书的编排具有系统性，各单元又可独立成章。学习者可根据自身的实际需要和兴趣，任意选择其中某一单元重点练习，也可从第1单元开始，循序渐进，全面练习和掌握在各种情景中的商业用语。练习题的选择范围广，难易程度有间距，故学习者可以灵活运用。如果学习者能持之以恒，完成所有的听力训练，那么在与外商洽谈中，在合资企业工作中，在国外的商业环境中，以及其它使用英语的场合，定能得心应手，轻松自如。

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Unit 1 MAKING CONTACT 联络

Tapescript 录音原文

Presenter: Unit 1, Extract A, By phone, Exercise A3. Joan Atkinson is managing director of Atkinson Berkeley Productions. They make publicity films and documentaries, television commercials, and other audio-visual productions. Richard Matthews, Public Relations Manager of Vector Petroleum in London, has asked Atkinson Berkeley Productions to give him an estimate for making a film about oil production in the North Sea. He already has a lot of film material, which he has given Joan to look at. Now Joan wants a meeting with Richard. Before you listen to her telephone call, look at the instructions for Exercise A 4 in your book.

(Pause)

Presenter: Exercises A4 and A5.

Telephonist A: (*Telephone rings*) Vector Petroleum.

Joan Atkinson: Can I speak to Richard Matthews, please?

Telephonist A: Just a moment. ...Ringing for you. (*pause*)

Sharon: Richard Matthews' office.

Joan: Hello. Can I speak to Richard Matthews please?

Sharon: I'm afraid he's in a meeting at the moment. Can I take a message?

Joan: Er. it's Joan Atkinson here.

Sharon: Yes?

Joan: Erm, and I wonder if he, could, er, call me back when he's free,

Sharon: Yes. Can I have your number, please?

Joan: Yes. He's, I think he's got my number, but I'll give it to you anyway. It's two oh four ...

Sharon: Yes.

Joan: Six four one nine.

Sharon: Can I ask what it's about?

Joan: Er, yes. It's about the North Sea oil film, he'll know, erm, he'll probably know what it's about.

Sharon: Okay then that's fine. Er, that's two oh four, six four one nine, Joan Atkinson.

Joan: That's right. OK then?

Sharon: Right. Thank you.

Joan: Thank you very much.

Sharon: Bye-ee.

Joan: Bye.

(pause)

Presenter: Exercises A7 and A8. Later, Richard rings back.

Telephonist B: (*Telephone rings*) Atkinson Berkeley.

Richard: Ah, is Joan Atkinson there, please?

Telephonist: Yes, she is. May I have your name?

Richard: Richard Matthews, Vector.

Telephonist: Richard Matthews.

Richard: Right. Returning her call.

(*short silence, punctuated by clicks*)

Joan: Hello Richard.

Richard: Hi. Hello Joan, how are you?

Joan: How are you? I'm fine, thanks. Thanks for calling back.

Richard: What can I do for you?

Joan: Well, erm, you were in a meeting this morning.

Richard: Yes, I was. We all were.

Joan: Erm, about your North Sea oil film. (*Richard:* Yes.) Ah, I've had a look at the material you gave me, (*Richard:* Mm.) and, er, and I've been over it with Peter Thwaites, who is our production controller. (*Richard:* Mmm.) We think we might er, make something of it (*Richard:* Mm-hm. Good.) but there are one or two questions we'd like to, to ask you, before quoting a price.

Richard: Right. Fine.

Joan: Er, we'd like to come over and talk to you, if that's all right.

Richard: Right. Er, you'd like a meeting. When would you like to come?

Joan: Well, how are you fixed next week? Tuesday afternoon would be good for me.

Richard: Right. Yes. Tuesday's fine. Say, er two o'clock?

Joan: Yes, lovely. See you at two o'clock Tuesday then. (*Richard:* Yes.) And I'll be bringing Peter Thwaites with me. Thanks, Richard. Bye.

Richard: Right. Bye.

(*pause*)

Presenter: Unit 1, Extract B, At reception. Now listen, as Joan and her colleague arrive at Reception in the London offices of Vector Petroleum, before their meeting with Richard.

Security Guard/ Receptionist: Good afternoon.

Joan: Afternoon. We have an appointment to see Mr Matthews at two o'clock. My name is Atkinson.

Security: Ah, which Mr Matthews is it, can you tell me?

Joan: Er, Richard Matthews. (*Security:* Richard.) Yes.

Security: And you are...?

Joan: Mrs Atkinson and Mr Thwaites.

Security: Sorry? Mr...?

Peter: Thwaites. THWAITES.

Security: Right. Er, would you like to sign the register, please?

(*pause*) Thank you. (*Sound of telephone dialling*)

Hello? Mr Matthews not there? Oh, right. Er, I have

Mrs Atkinson and Mr Thwaites in Reception. Yes. Ah,

all right. (*pause*) He's not there at the present moment.

Would you like to take a seat, and I'll let you know as

soon as he comes in. (*Pause, telephone rings*) Hello?

Right. OK, bye. If you'll take the lift to the fifth floor,

his secretary will meet you at the lift.

Joan: Thank you.

(*pause*)

Presenter: Exercise B 2. Did you catch the names of the two visitors? I'll repeat them now and spell them. Please write them down.

Atkinson - spelt ATKINSON

Thwaites - spelt THWAITES

OK. Now I'll give you a couple more names, with addresses and telephone numbers, to write down. I'll spell the difficult words.

Connaught Incorporated - spelt CONNAUGHT
INCORPORATED

4687 Wynford Drive - spelt WYNFORD

Milwaukee - spelt MILWAUKEE

Wisconsin 53223, USA - spelt WISCONSIN
Telephone 414-354-0243

Secondly

Faraday and Pugh - Faraday spelt FARADAY -
Pugh spelt PUGH

Jalan Kebong Kacang-three words spelt JALAN
KEBONG KACANG X8-25

Jakarta Pusat - two words spelt JAKARTA PUSAT
Indonesia

Telephone: 531119

Presenter: Have you got all that?

(pause)

Presenter: Unit 1, Extract C. Making introductions. Exercises C1
and C2. In Richard Matthews' office.

Joan: Hello. Hello, Dick.

Richard: Pleased to see you.

Joan: Pleased to see you, Dick. This is Peter Thwaites.

Peter: Hello. Pleased to meet you.

Richard: Mm. Pleased to meet you.

Joan: And, er, Peter is, as, erm I explained to you on the phone,
our production controller ...

Richard: OK.

Joan: And erm before we can, er, put any figures down, we've
got a few questions we'd like to ask.

Richard: OK. Would you like, er, coffee?

Joan: That would be very nice.

Richard: Ah, ah, I - Sharon will get you one.

Joan: Black with nothing.

Sharon: How would you like it?

Peter: Er, white with sugar, please.

Sharon: White with sugar. Do you want any?

Richard: Ah, yeah. Mine's white with sugar as well.

Joan: Isn't it cold today! Brr ...

Richard: Yes. Yes. It, er, typical English summer. This is, er,
Lesley, my assistant, by the way...

Joan: Hello, Lesley. Joan Atkinson.

Richard: This is Joan Atkinson, Atkinson Berkeley Productions.
We're talking about the possible North Sea oil film.

Lesley: Oh, yes.

Richard: I hope you can make some use of the material I gave
you. I mean, I hope you didn't find it too, er, horrific.

Joan: No-o-o. No, I mean, we (*Richard.* Ah.) quite enjoyed it.
(*To Lesley*) Erm, I gather from my tape-slide department
that you were very helpful, when we were putting together
the last slides.

Lesley: Oh, yes. I remember. I remember that so well. Yes.
Ann, er, Roberts. She came over about two or three
times.

Joan: That's right.

Richard: They've made a magnificent production of it. I had the
(*Joan:* Oh!) pleasure of seeing it, at the Aberdeen
Conference. Yes, it was very impressive.

Joan: Thank you very much. Thank you.

Lesley: Yes, it was.

Joan: And, er ... So thank you for all your help on that.

Lesley: Oh, no problem.

Joan: So, erm ... No, we found your material very interesting. I
sat through it with one of our editors.

Richard: Yeah.

Joan: ... and as a result, erm, we have a list of questions, Dick,
that we'd like to ask you.

Richard: Right. Very good. Fire away. (*Fade out*)

Presenter: And so Joan and Peter start to go through a long list of technical questions.

(*pause*)

Presenter: **Exercise C3.** Say something in reply to the following remarks:

Peter: Hello. Pleased to meet you. (*pause*)

Richard: Would you like, er, coffee? (*pause*)

Sharon: How would you like it? (*pause*)

Joan: Isn't it cold today! (*pause*)

Lesley: She came over about two or three times. (*pause*)

Richard: Yes, it was very impressive. (*pause*)

Joan: So thank you for all your help on that. (*pause*)

Joan: We have a list of questions Dick, that we'd like to ask you.
(*pause*)

Presenter: That's the end of Exercise C3.

(*pause*)

Presenter: **Unit 1, Extract D, Making an appointment, Exercises D 3 and D4.** Now let's listen to someone else making an appointment. Hugh Large has recently received a letter, as you saw in Exercises D1 and D2. Now listen to the phone call made by Charles to follow up his letter.

Hugh: (*Buzzer*) Yes?

Secretary: Mr Chamberlain of Rhodes and Baker on the line for you.

Hugh: Right. Put him through. (*Click*) *Good morning.*

Charles: Morning. I gather from your secretary you've got my letter ...

Hugh: Yes, er ... Yes. Very interesting, I'm interested to see, er, that you're thinking of getting involved in the travel business.

Charles: Yes. Well, we, we've done some ...

Hugh: Erm and I've discussed your letter with a couple of, er, a couple of my colleagues. Er, we're not, you know, I think I should say straight away, we're not actually looking for a new agency at the present moment, (*Charles:* No.) but, having said that, er, we'd quite like to see what you've got.

Charles: Mmm. By all means. No, we just thought that you might, er, like to come over for a, for a, have a look at some slides, lunch with us, er, talk a bit about the travel business, (*Hugh:* Mmm.) erm, our market research, in a relaxed and informal way ...

Hugh: Right. Right. Fine. Er, well, when ...?

Charles: And I was wondering, when would be the most convenient time for you?

Hugh: Well, now, hold on while I get my diary. (*Pause*) It can't be, er, it can't be next week. In fact, it can't be until the end of August. How's the last week in August for you?

Charles: The last week in August ... Yes, that looks all right. Erm. I'm tied up on the Wednesday and Thursday. in fact ...

Hugh: Right, well, how's the twenty-eighth er, seem to you?

Charles: That's the Tuesday, isn't it?

Hugh: Yeah, that's right. Yeah.

Charles: Yes. Yes.

Hugh: OK. Fine. Call it er, the twenty - eighth, then, and, erm ...

Charles: Suits me fine.

Hugh: ... we'll see you. what, about eleven thirty, you said?

Charles: OK. Yes. Eleven thirty. We look forward to seeing you then.

Hugh: Good. See you then. Bye now.

Charles: Bye.

Presenter: That's the end of Unit 1.

单词和词组注释

contact ['kɒntækt] n. 接触, 联系, 联络, 交往, 交际

business ['biznis] n. 商业, 生意, 营业

do business with 同……做生意

appointment [ə'pointmənt] n. 约会, 约定

make an appointment with 与……约会

reception [ri'sepʃən] n. 接待, 接见, 欢迎

colleague ['kɒli:g] n. 同事, 同僚

publicity [pʌb'lisiti] n. 宣传, 宣扬, 广告

documentary [ˌdɒkjʊ'mentəri] a. 纪录的, 纪实的

n. 纪录影片, 纪实小说

commercial [kə'mɜ:ʃəl] a. 商业的, 商务的

n. 无线电(或电视)中的广告节目

petroleum [pi'trɒljəm] n. 石油

estimate ['estimeit] vt. 估计, 估量, 预算

n. 估计, 估价, 估计数

material [mə'tiəriəl] n. 材料, 原料, 物资

message ['mesidʒ] n. 消息, 音信, 口信

Can I take a message? 要我带个口信吗?(打电话找某人时, 该人不在, 接电话人往往这样问)

quota [kwɒtə] n. 定额, 分配额, 限额

register ['redʒistə] n. 登记, 注册

typical [ˈtipikəl] a. 典型的, 代表性的, 象征性的

horrific [hɒ'rifɪk] a. 极其可怕的

tape-slide [teɪp 'slaid] n. 这里的意思是指说话人所谈到的一个制作、录像带和幻灯片的制作部门。

magnificent [mæg'nɪfɪsnt] a. 壮丽的, 宏伟的 [口] 极好的

reply [ri'plai] vi, vt. 回答, 回复 n. 回答, 回复

impressive [im'presɪv] a. 给人印象深刻的, 感人的

involve [ɪn'vɒlv] vt. 使卷入, 使陷入, 使专注

agency ['eidʒnsɪ] n. 经办, 代理, 代理处

market ['mɑ:kɪt] n. (交易) 市场, (集) 市, 市面, 市价, 销路

relax [ri'læks] v. 松弛, 放松, 放宽, 减轻

convenient [kən'vi:njənt] a. 便利的, 方便的

in person 亲自

Can I speak to ... 某人在吗? 我可以同某人说话吗? (这是用英语打电话找人时的习惯用语)

I wonder if ... 我不知道 是否能 (这是英语中发话人的一种较委婉的说话技巧)

How are you fixed next week? 下一周你是怎么安排的?

I think I should say straight away. 我认为我现在就应当说.....

straight away 立刻, 马上

be tied up 被.....缠身, 被.....占用

参考译文

解说: 这一单元是有关同你想做生意的人进行联络的内容: 打电话或者当面谈。我们将听到人们通过电话约定见面, 然后, 我们将听到在一个公司大楼里的接待台前, 他们介绍以前未见过面的同事。不过, 首先, 做 A1和 A2的练习。

(暂停)

解说: 第 1 单元, 选录 A, 打电话, 练习 A3。

琼·阿特金森是阿特金森·伯克利制作公司的总经理。该公

司制作宣传片、纪录片、电视广告和其它音像节目。理查德·马修斯——伦敦维克托石油公司公关经理，请阿特金森·伯克利制作公司为他们估算一下制作一个有关在北海生产石油的片子要花多少成本。他现有很多原始影片资料，已经让琼过了目。现在琼想同理查德谈谈。在你听电话前，看一看书中练习 A 4 的指导。

(暂停)

解说：练习 A 4 和 A5。

电话员 A：(电话铃响) 维克托石油公司。

琼·阿特金森：请问，我可以同理查德·马修斯说话吗？

电话员 A：等一会……，有你电话 (暂停)。

莎伦：理查德·马修斯办公室。

琼：你好！请问我可以同理查德·马修斯说话吗？

莎伦：他现在可能正在开会，我能转达吗？

琼：哦，我是琼·阿特金森。

莎伦：嗯？

琼：嗯，我不知道他是不是能，哦，有空时给我回个电话。

莎伦：好的。请留下你的电话号码，好吗？

琼：好的。他已经有，我想他已经有我的号码了，不过，我还是告诉你吧，是204……

莎伦：嗯。

琼：6419。

莎伦：我可以问问是什么事吗？

琼：噢，可以。是关于北海石油片子的事。他知道的，嗯，他大概知道这事。

莎伦：噢，那很好。嗯，是2046419，琼·阿特金森。

琼：对。那么就这样吧？

莎伦：好吧。谢谢你。

琼：非常感谢。

莎伦：再见。

琼：再见。

(暂停)

解说：练习 A 7 和 A 8。后来，理查德回电话。

电话员 B：（电话铃响）阿特金森·伯克利公司。

理查德：嗯，请问阿特金森在吗？

电话员：在，她在。我可以问您的名字吗？

理查德：理查德·马修斯，维克托。

电话员：理查德·马修斯。

理查德：对，是回她的电话。

（短暂停顿，咯嗒声）

琼：喂，理查德。

理查德：嗨，喂，琼，你好吗？

琼：你好吗？我很好，谢谢。谢谢你回电话。

理查德：我能为你做什么？

琼：这个，嗯，今天早上你在开会。

理查德：是的，我在开会，我们都在开会。

琼：嗯，是关于北海石油片子的事。（理查德：嗯。）嗯，你给我的资料片我已看过了，（理查德：嗯。）嗯，我是同彼得·瑟威特斯一起看的，他是我们的制作审计员。（理查德：嗯。）我想我们大概能够用它做些东西出来。（理查德：嗯，好。）但是在开价之前，我们有一个问题要问一问你。

理查德：可以，好啊。

琼：嗯，如果可以的话，我想过来跟你谈谈。

理查德：可以。嗯，你想谈一谈。你想什么时候来？

琼：那么，下一周你是怎么安排的？星期二下午我可以来。

理查德：行，可以。星期二可以。那么，下午 2 点钟？

琼：好的，很好。那么星期二下午 2 点见。（理查德：好。）我带彼得·瑟威特斯一道来。谢谢，理查德，再见。

理查德：好，再见。

（暂停）

解说：第1单元，选录 B，在接待台前。

现在听着，当琼和她的同事来到维克托石油公司伦敦办事处，与理