

独行侠
英语口语手册

附赠 CD 光盘

洽谈生意 130 问

Q & A FOR BUSINESS COMMUNICATION

胡凤春 编 Jaclyn Stone 校



上海译文出版社

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前 言

对如今的国人来说, 出入境是件寻常的事。为求学, 为谈生意, 为度假, 为寻灵感, 为访亲友 ……然而, 对于第一次踏上异国且又是单身出国的“独行侠”们来说, 每天都会遇到诸多问题, 有许多“怎么办”无法用恰当的英语表达。比如, 在海外做生意, 你很想对客户表示你的热情周到有诚信, 但不知道如何表现才恰当; 即使你很懂生意经, 但不知道如何用英语来同客户交流……本系列手册就是为这些闯荡世界的“独行侠”们定制的, 共分四册:《寻医求治125问》、《海外求学160问》、《周游列国107问》和《洽谈生意130问》。

《洽谈生意130问》主要由“接待篇”、“商谈篇”、“电话/来客/投诉处理篇”、“招待客户篇”和“海外出差篇”五部分组成。书中的每一问即一个单元, 由对话、替换句子和词汇库构成。本书的特点是语言新式、用词规范、实用性和适用性强, 所选问题较为全面:

语言——本书涉及面广, 牵涉到的词汇面宽且使用率高, 但全书出现的句子都力求简短, 都是当今英语国家人士较新的表达方式, 但在追求简短、口语化的同时也力求语言表达的规范。本书的内容难易适中, 有一定英语基础的人士均能使用。

编排——本书根据洽谈生意的实际情况, 收集了可能遇到的一些场景, 如怎样确认来客身份: 如何推荐

产品；如何提出追加条款和分手时如何表示谢意等……在每一单元中，先根据主题设置一段对话，或给出一系列替换句子，读者可以根据需要，随时随地边学边用。这些触类旁通的变化句子，可满足不同层次读者的选择。最后是围绕着该主题的一些词汇。

在本系列手册的编写过程中，原上海译文出版社社长兼总编辑骆兆添先生，美国教师JACLYN STONE对本书进行了审阅，并提出了宝贵意见，在此一并致谢。同时，也感谢家人对我各方面的支持。

由于作者水平有限，书中谬误与不足之处，敬请各界指正。

作者

2002年11月8日

• Contents

I. Meeting Customers

From Airport to Hotel

1. How shall I confirm the customers? 2
2. How shall I introduce myself? 3
3. How shall I greet the customers I've never
met before? 4
4. How shall I greet the superiors? 5
5. How shall I greet the customers I've met before? 6
6. How shall I talk about the trip? 7
7. How shall I take the customers to the hotel? 8
8. Have you made hotel reservations? 9
9. Would you prefer a Western-style hotel or
a Chinese-style inn? 10
10. How shall I offer to help the customers with
the luggage? 11
11. How shall I invite the customers to get on the car? .. 12
12. How shall I chat with the customers on the car? 14
13. What shall I do if I didn't catch the customers? 15
14. How shall I show the schedule to the customers? 16
15. How shall I say goodbye to the customers
at the hotel? 17

From Hotel to Factory

16. Did you sleep well last night? 19
17. How shall I discuss that day's schedule
with the customers? 20
18. How shall I show the customers around? 21

• 目录

I. 接待篇

从机场到宾馆

1. 怎样确认来客身份? 2
2. 如何作自我介绍? 3
3. 初次见面如何寒暄? 4
4. 如何与职位高的人寒暄? 5
5. 与熟客如何打招呼? 6
6. 如何谈论旅途情况? 7
7. 带客人去宾馆怎么说? 8
8. 你是否预订了宾馆? 9
9. 你想住西式的还是中式的宾馆? 10
10. 如何提出帮客人提行李? 11
11. 如何招呼客人上车? 12
12. 如何在车上与客人闲聊? 14
13. 听不清客人说话怎么办? 15
14. 请客人看日程表怎么说? 16
15. 与客人在宾馆分手时怎么说? 17

从宾馆到工厂

16. 你昨晚休息得好吗? 19
17. 怎样说明当天的日程表? 20
18. 如何带客户参观? 21

19. How shall I introduce our company staff?	22
20. How shall I request to be introduced?	24
21. What shall I say when presenting my name card?	24
22. How shall I show the pamphlet to the customers? ...	26
23. How shall I show the catalog to the customers?	27
24. How shall I introduce our showroom?	28
25. How shall I introduce our products?	29
26. How shall I introduce our company's size?	30
27. How shall I give a general picture of our company?	31
28. How shall I highlight our company's advantages?	32
29. What shall I do if the talk concerns our company's secrets?	33
30. What shall I do if I'm unable to answer?	34
31. How shall I invite the customers to lunch?	35
32. How shall I persuade the customers to take a coffee break?	36
33. How shall I excuse myself for a moment?	37
34. What shall I say if I kept the customers waiting?	38
35. How shall I express YES or NO during business talking?	39
36. What shall I say if I want to speak in Chinese?	40
37. What did you think of our factories?	41
38. What shall I say when we finish talking?	42

II. Talking about Business

Basic Expressions

39. What shall I say if I agree with the customers?	46
---	----

19. 如何介绍公司其他人?	22
20. 如何请别人介绍自己?	24
21. 递名片时该说些什么?	24
22. 如何请客户看小册子?	26
23. 介绍产品目录时说些什么?	27
24. 在产品陈列室说些什么?	28
25. 如何介绍产品?	29
26. 如何介绍公司规模?	30
27. 如何介绍工厂的概貌?	31
28. 怎样突出工厂的优势?	32
29. 涉及公司机密时怎么应答?	33
30. 自己回答不了问题时怎么办?	34
31. 邀请客户共进午餐怎么说?	35
32. 如何请客户休息一会儿喝杯咖啡?	36
33. 暂时离开座位时怎么说?	37
34. 让人等待时如何表示歉意?	38
35. 业务商谈中如何表示 Yes 和 No?	39
36. 想用中文讲话时如何表达?	40
37. 你对我们工厂的印象如何?	41
38. 会谈结束时说些什么?	42

II. 商谈篇

基本用语

39. 同意客户意见如何表示?	46
-----------------------	----

40. What shall I say if I'm opposed to the customers?	47
41. How shall I interrupt the other party?	48
42. How shall I be frank and open?	49
43. How shall I ask those present to come back to our story?	51
44. How shall I ask for detailed explanations?	52
45. How shall I ask for the other party's opinions?	53
46. How shall I reply if I'm not in a position to say yes or no?	54
47. What shall I say if I want to think it over?	55

Selling Products

48. How shall I recommend our products?	56
49. Do you want to have a look at our new products? ...	57
50. How shall I stress our products' advantages?	58
51. How shall I compare our products with others?	59
52. How shall I introduce our products' high efficiency?	60
53. How shall I talk about the warranty?	61
54. How shall I talk about the products' after-service charge?	62
55. How shall I inquire about the products' after-service system?	63
56. Who do I meet to inquire about this?	64

Discount • Payment • Delivery

57. How shall I tell the customers that we cannot make any further discounts?	66
58. How shall I compare the price?	67

40. 反对客户意见如何表示?	47
41. 想打断对方的发言时怎么说?	48
42. 如何坦率直言?	49
43. 怎样请与会者言归正传?	51
44. 想得到详细的说明怎么说?	52
45. 怎样征求对方意见?	53
46. 自己无权决定怎么回答?	54
47. 要求考虑后再作决定怎么说?	55

销售产品

48. 如何推荐产品?	56
49. 你想看新产品吗?	57
50. 如何突出产品的优点?	58
51. 如何与其他产品比较?	59
52. 如何介绍产品的高效率?	60
53. 如何谈论保修期?	61
54. 如何谈论产品的售后服务费用?	62
55. 如何询问产品的售后服务系统?	63
56. 要想了解这情况该找谁?	64

折扣 · 付款 · 发货

57. 怎样告诉客户折扣不能再低了?	66
58. 如何与其他公司比价格?	67

59. How shall I talk about the price?	68
60. How shall I talk about the terms of payment?	69
61. How shall I talk about the delivery time?	71

Contracts

62. How shall I discuss the details of the contract?	73
63. When will the contract papers be ready?	74
64. How shall I confirm the details of the contract?	75
65. How shall I further inquire about the contract?	75
66. How shall I reestablish the points we agree on?	76
67. How shall I confirm points we still differ on?	77
68. How shall I discuss the contract terms?	78
69. How shall I ask the other party to reconsider the payment terms?	80
70. How shall I insert an article?	81
71. How shall I talk about the length of contract?	82
72. How shall we terminate the contract?	84
73. How shall I urge the other party to make a decision?	85
74. How shall I urge the other party to draw up the papers for us to sign?	86
75. How shall I make suggestions?	87
76. What shall I say if I have reservations?	88
77. What shall I say if I want to keep informed?	89

III. Calls, Customers and Claims

Answering Calls

78. How shall I ask the other party to hold on?	91
---	----

59. 如何谈价格?	68
60. 如何谈付款条件?	69
61. 如何谈发货日期?	71

合同

62. 如何谈合同的细节?	73
63. 什么时候可以签约?	74
64. 怎样确认合同内容?	75
65. 怎样进一步了解合同内容?	75
66. 怎样确认合同中的已达成共识之处?	76
67. 怎样确认双方尚有分歧之处?	77
68. 怎样谈合同条件?	78
69. 怎样要求对方对付款条件再作考虑?	80
70. 如何提出追加条款?	81
71. 怎样谈论合同期限?	82
72. 怎样解除合同?	84
73. 怎样敦促对方下结论?	85
74. 怎样敦促对方草拟合同以供签署?	86
75. 如何提出别的建议?	87
76. 如有保留意见怎么说?	88
77. 想了解进展情况怎么说?	89

III. 电话·来客·投诉处理篇

电话接待

78. 请对方别挂电话怎么表达?	91
------------------------	----

79. How shall I confirm the caller?	92
80. What shall I say if I can't hear very well?	93
81. How shall I ask the caller to spell his name?	93
82. How shall I ask whom the caller wish to speak to?	94
83. What shall I say if the person wanted on the phone is tied up at the moment?	95
84. What shall I say if the person wanted on the phone is not in at the moment?	96
85. What shall I say if the person wanted on the phone is in a meeting at the moment?	97
86. Won't anyone else do?	98
87. How shall I ask the caller to dial another extension?	99
88. How shall I tell the caller that the person wanted on the phone should be back after lunch?	100
89. I'll have him call you.	100
90. How shall I ask for the caller's phone number?	101
91. How shall I take a message for the caller?	102

Dealing with Customers

92. How shall I ask for the customers' name?	104
93. How shall I ask for the company's name?	105
94. How shall I deal with the customers without appointment?	106
95. How shall I ask the customers to wait in the lounge?	108
96. How shall I guide the customers?	110

79. 怎样确认对方姓名?	92
80. 听不清对方说话怎么表达?	93
81. 怎样要求对方拼出姓名?	93
82. 怎样询问对方找谁?	94
83. 要找的人没空该怎么说?	95
84. 要找的人外出该怎么说?	96
85. 要找的人在开会该怎么说?	97
86. 其他人行吗?	98
87. 如何请对方打别的分机?	99
88. 如何告知对方某人午饭后就回来?	100
89. 我会叫他回电的	100
90. 请对方留电话号码该怎么说?	101
91. 如何请对方留言?	102

客户接待

92. 如何询问客户姓名?	104
93. 如何打听客户公司名称?	105
94. 如何接待没有预约的来客?	106
95. 如何请来客在休息室等待?	108
96. 如何给来客引路?	110

Dealing with Claims and Inquiries

- | | |
|--|-----|
| 97. How shall I deal with the questions about the stock? | 112 |
| 98. What shall I say if something is out of stock at the moment? | 113 |
| 99. How shall I express the delivery time? | 114 |
| 100. How shall I tell the caller that we no longer manufacture the products? | 115 |
| 101. How shall I deal with the claim call? | 116 |
| 102. How shall I deal with the claim call about the wrong delivery? | 117 |

IV. Taking Care of Customers

Touring and Shopping

- | | |
|---|-----|
| 103. How shall I invite the customers to go sightseeing? | 120 |
| 104. How shall the guides greet the customers? | 121 |
| 105. Where do you like to visit? | 122 |
| 106. How shall I act as a guide and interpreter? | 122 |
| 107. What shall I say on the way? | 123 |
| 108. What shall I say after the shopping and sightseeing? | 124 |

Restaurants

- | | |
|--|-----|
| 109. How shall I invite the customers to dinner? | 125 |
| 110. How shall I recommend the Chinese food? | 126 |
| 111. What would you like? | 126 |
| 112. What shall I say before the dinner? | 127 |

咨询·客户投诉处理

97. 如何答复库存询问? 112
98. 目前仓库里缺货怎么回答? 113
99. 怎样表达发货时间? 114
100. 产品已不再生产怎么回答? 115
101. 怎样接听投诉电话? 116
102. 货物误送怎么回答? 117

IV. 招待客户篇

观光·购物导游

103. 怎样邀请客户观光? 120
104. 导游怎样与客户打招呼? 121
105. 你们想上哪儿去玩? 122
106. 怎样给客户当导游和翻译? 122
107. 一路上可能说些什么? 123
108. 观光、购物结束后说些什么? 124

用餐

109. 怎样邀请客户用餐? 125
110. 怎样向客户介绍中国菜? 126
111. 你想吃点什么? 126
112. 餐前聊些什么? 127