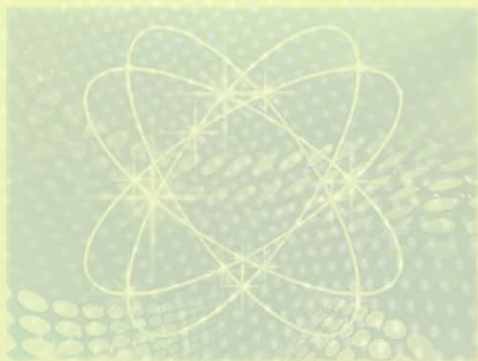


# 现代商务英语



# Part 1 Business English

## 商务英语

## NO1 Introdotions & Entertainments (介绍与招待)

1. Please allow me to introduce myself. I'm Tina Dai, the Purchasing Manager of Nocth China Trading Company.  
请允许我自我介绍一下。我叫蒂娜·戴,华北贸易公司的采购部经理。
2. I'd like you to meet Susan Lee. She works in the Accounts Department.  
我想让你认识一下财务部的苏珊·素。
3. Excuse me, but are you Mr Jonn. from Britain?  
对不起,你是英国来的约翰先生吗?
4. Let me help you with your luggage.  
让我来帮您提行李。
5. It's a great pleasure to meet you.  
见到您真高兴。
6. I've been looking forward to meeting you.  
久仰。
7. How was your iourney/flight?  
旅途愉快吗?
8. I think we'll go to your hotel first.  
我想我们先去你住的旅馆吧。
9. Have you had a chance to arrange reservations for a room

at a hotel?

您有否订旅馆?

10. Is there anything you'd like to do before we go to the hotel?

去旅馆前还有什么事要做吗?

11. Would you like a drink or something to eat before we go to the office?

去办公室之前是否要点喝的或找点吃的?

## NO2 Making an Appointment on the phone (电话预约)

1. Hello, is this Angela Bennet?

喂,请问是安吉拉·贝内特吗?

2. Good morning, I'd like to speak to Frank Lambert, director of the Purchasing Department.

早上好,我想跟采购部经理弗兰克·兰博通话。

3. Hello, this is Mary O'Neil calling from Chicago.

你好,我是芝加哥的玛丽·奥尼尔。

4. Is Pierre Tasse available, please? My name is Nicola King.

请问彼埃尔·塔斯在吗? 我叫尼古拉·金。

5. Sorry, I have dialed the wrong number.

对不起,我拨错电话号码了。

6. Sorry, I must have the wrong extension. Could you transfer me back to Switchboard, please?  
对不起,打错分机号码了,请帮我转回总台好吗?
7. May I have Ext. 1101?  
请帮我接内线 1101 好吗?
8. I was cut off. Will you connect me again?  
我的电话被切断了,请再为我接通好吗?
9. Mr. Smith is on another line now.  
史密斯先生在接听另一个电话。
10. Would you like to leave a message?  
您要留话吗?
11. Mary, you are wanted on the phone.  
玛丽,你的电话。
12. This is the overseas operator in the United States. You have an overseas collect call from Mr Brown in New York. Will you accept the charges?  
我是美国的越洋接线生。你有一个纽约的布朗先生打来的对方付费电话。您愿意付费吗?
13. Perhaps, I could speak to someone else in the Despatch Department.  
也许我可以和运输部的另外一人谈谈。
14. Could you give him a message please?  
你给我传个口信好吗?
15. Could you put me through to the Planning Department, please?  
请帮我接通计划部,好吗?

16. The reason I called is that we're having problems with the air-conditioner your technician installed last Monday.

我打电话来是因为你方技术员上星期帮我们安装的空调出了点毛病。

17. Could you manage Tuesday, January 15?

1月15日星期二行不行?

18. So that's set—Friday at 11 o'clock.

就这样定了,星期五11点。

### **Person Who Answer Telephone Calls (接电话者)**

1. Sunshine Trading Company, Can I help you?

早上好,这里是阳光贸易公司。要帮忙吗?

2. Good morning, this is Lotus Import & Export, how can I help you?

早上好,这里是荷花进出口公司,有什么事吗?

3. A: Hello, I need to speak with Allan Cartwright.

你好,我想找阿伦·卡特赖特通话。

B: This is Allan speaking. May I help you?

我就是,请讲。

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

请你不要挂线,我把你接过来。

5. Sales Department. Allan Pope speaking.

销售部,我是阿伦·波普。

6. Oh, hello, this is Garge Lee speaking.

哦,你好,我是乔治·李。

7. I'm afraid Mr. Baker is in a meeting/on holiday this

week/not available just now.

贝克先生在开会/本周在度假/此刻不在。

8. I'll just find out if Mary Wang is in the other office.

我去看看王玛丽是否在其他办公室。

9. Hold on a moment, please.

请不要挂线。

10. Can I get Mr. Willian Smith to call you back?

要不要威廉·史密斯先生给您回电?

11. Good, that suits me too. Shall we say 11 o'clock?

好,我也可以,11点钟如何?

12. I'm looking forward to seeing you then.

盼望到时候见。

### NO3 A • Business visit 业务拜访

1. I've come to discuss with you the possibility of importing and exporting into the United States a number of your products.

我今天来是和你们商谈该进口贵公司的一些产品到美国市场上销售的可能性。

2. Good morning. I've got an appointment with Miss Rose in the Personnel Department.

早上好,我与人事部的罗斯小姐有个预约。

3. Excuse me. Can you tell me how to get to Mr. Wang's office in the Sales Department.

请问,销售部王先生的办公室该怎么走?

4. I'd like to see the person in charge of purchasing.

我想见一见负责采购的人。

5. Here's my business card.

这是我的名片。

6. We specialize in furs and finery.

我们专门经营毛皮制品和高级装饰品。

7. That's the reason I'm here—to help build up your business.

那就是我来这里的理由——帮忙扩大您的生意。

8. Let me talk this over with my boss and give you a call later.

我来跟老板谈谈这件事,稍后再打电话给您。

### **Visitor (访客)**

1. Sorry, I'm a little early. I hope it is not inconvenient.

对不起,我早到一点,希望没有妨碍您。

2. I'm pleased to be here to talk about our agency agreement.

我很高兴来到这里同您会谈代理合约的问题。

3. Isn't it a bit cold today?

今天有点冷?

4. It's good of you to spare the time.

您能匀出时间来,真是太感谢了。

5. I like your office. Have you been here long?

我喜欢您的办公室。您在这里工作很久了吗?



## Receptionist (the person receiving the visitor) (接待者)

1. Is the weather the same in your country?  
贵国天气也是这样吗?
2. Sorry to keep you waiting. I was rather tied up just now.  
对不起,让您久等了,刚才太忙了。
3. Is this your first visit? What do you think of the city?  
你是第一次来吗? 你觉得我市如何?
4. You found us without too much difficulty, then?  
我们的位置不太难找吧?
5. It's kind of you to come all this way. I hope we will tie up a deal for the supply of spare parts.  
你一路赶来真是太好了。希望今天能达成这笔提供配件的交易。
6. Did you have a good trip?  
旅途愉快吗?
7. Would you like a cup of coffee?  
来杯咖啡吗?

## NO4 Going to the fair 参加交易会

1. I'd like to book a single room with bath.  
我想订一个可带浴室的单人间。
2. I'll be arriving on August 24 and expect to stay for three nights from August 24 to 27.  
我准备在8月24日到达,从8月24日到27日共住三晚。

3. Could you let us have two double rooms?  
我能要两个双人间吗?
4. I'd like a room with a good view of Boston.  
我想要一间可一览波士顿风光的房间。
5. We'll need to check in at about 11:00 tomorrow morning.  
我们明天早上 11:00 左右办理住宿登记。
6. Do you have any vacancies tonight?  
你们今晚有空房吗?
7. I'd like to make a reservation for tomorrow.  
我想预订明天的房间。
8. Would you like a brochure?  
请问要一份产品小册子吗?
9. Would you like to meet our sales representative?  
你是否想见一下我们的销售代表?
10. Maybe you can talk to our technical specialist.  
也许你可以和我们的技术专家谈谈。
11. Let me show you our stand.  
让我向您展示我们的陈列台。
12. When you have made a decision, please contact our local agent.  
您作出决定之后,请与我方的本地代理商联系。
13. Would you please leave your company name and address with us?  
请留给我们贵公司的名字和地址。
14. We can offer you a free demonstration tomorrow morning.

明天早上我们可以向您提供一次免费展示。

15. This model is available in gray and pink.

这种型号,颜色有灰、粉红两种。

16. It's only been on the market for a couple of months.

这种产品才上市一两个月。

17. Perhaps you would be interested in our handmade wool-en carpets.

也许您会对我们的手工织羊毛地毯感兴趣。

18. I'd like you to see the articles we put on display at our office.

我想请您参观本公司所陈列的货品。

19. I'll get a set of illustrations for you.

我去拿套样品给你。

20. When do you think that you will have spare time for a visit?

您何时能抽空前往呢?

21. I'll take you along. What time shall we make it?

我将引导您参观。我们决定什么时间呢?

22. This is our showroom. Quite a few overseas buyers have visited it before.

我是我们的陈列间,有很多外国客户到过这儿。

23. Here are the most favorite products on display. Most of them are local and national prize products. Would you like to look at them?

这里展出的是最受欢迎的产品,其中许多是地方和国家名牌产品。您愿意看一看吗?

24. This carpet is very colorful and feels nice. It's a pure wool carpet.

这种地毯颜色很美,手感也好,是纯羊毛的。

25. This is our newly developed product. Would you like to see it.

这是我们新开发的产品,您要不要看一看?

## NO5   Inquiries   询价

1. We are very interested in your household ceramics and pottery, could you give us some idea about your price?

方面如何呢?

2. We are in great need of knitted garments.

我们需要一大批针织服装。

3. Please quote us as soon as you receive our inquiry.

一收到咨询信,请尽快报价。

4. I'll have to get back to you to confirm our stock.

我得再和你联系做最后确认。

5. Would you mind waiting while I phone my plant manager?

你能否等一下,我打个电话给厂长?

6. We wish to enter into business relations with your corporation for supply of light industrial products.

我方愿与贵公司建立业务关系,以便取得轻工产品的供货。

7. We welcome inquiries and discussions about aspects of trade development and business cooperation.  
我们欢迎就发展贸易和商业合作提出各项询问,并进行商榷。
8. This is our latest catalogue with our best CIF Osaka price for each of the following items, including our 5% commission.  
这是我方各项商品运抵大阪的最新到岸价目表,佣金为5%。
9. This is really the most favorable offer we can make. We trust you will react positively to our offer.  
这是目前我方能给予的最优惠报价,我们相信对此你们会作出积极反应的。
10. Unfortunately, we cannot accept your offer. Your prices are too high.  
遗憾的是,我们不能接受贵方的报价,因为价格太高。
11. We understand that you are one of the leading exporters of waterproof garments.  
我们得知你们是防水衣服的主要出口商之一。
12. We learned from our agent the scope of your business activities. We are very pleased to have received a number of inquiries for our men's shirts.  
我们已从代理商处得知贵公司的经营范围。我们很高兴已收到许多关于我们男式衬衣的询盘。
13. Please quote a price for the supply of 3,000 metric tons for steel pipe.

请对 3 000 公吨钢管供货作出报价。

14. If you are unable to offer us at this time, may we suggest that you quote us an indicative price first?

如果你方目前没有确实的价格,我们建立你方报一指示性价格。

15. Our interest is to determine a practical and effective procedure for the introduction of our products into the European market.

我们所关心的是找出一系列切实有效的办法,将我们的产品介绍到欧洲市场去。

16. We are very interested in importing textiles from you.  
我们很想从你处进口纺织品。

17. If you need additional quantities, please feel free to communicate with us.

如需要更多数量,请尽管和我们联系。

18. We do our business on the basis of equality and mutual benefit.

我们在平等互利的基础上做生意。

19. When fresh supplies become available, we'll come back to this matter.

一有新货供应时,我们再来谈论这个问题。

20. Our mutual understanding and cooperation will certainly result in growing business for both of us.

我们之间的相互了解与合作必将会促成今后的大笔交易。

21. We understand that you are exporters of foodstuffs and

we would like to know if you can supply us with canned pineapple.

据悉,你方是食品出口商。我们想了解你方是否可提供菠萝罐头。

22. We are interested in the kitchen utensils demonstrated at the 88th Guangzhou Trade Fair and would be happy to learn more about export business terms.

我们对你们在第 88 届广交会上展出的厨房器皿感兴趣,欲知你们的出口条件的详情。

23. Will you please tell us the specifications, quality and packing you want, so that we can work out the offer within 24 hours?

请告诉我们你们想要的货物的规格、质量、包装以便我们能在 24 小时内算出报价。

## NO6 Marketing & sales 市场营销与销售

1. Our product is really competitive in the world market.

我们的产品在国际市场上很有竞争力。

2. All in all, quality is our biggest concern.

总而言之,质量是我们最关心的。

3. I bet the mini-car will sell well.

我敢说这种微型车会畅销。

4. We usually base our projections on the current target market. I'm pleased to tell you all that we have found

many outlets for our new products.

我们通常根据当前目标市场情况进行预测。很高兴地告诉大家,我们已为新产品找到许多销售渠道。

5. It's true that our customers' loyalty to these traditional products guarantee our success.

客户对传统产品的忠诚是我们成功的保障。

6. Let me explain why our new product will be of great appeal to the consumers in your country.

让我来介绍为何本公司的新产品,会受到贵国消费者的青睐。

7. Our new dishwasher can make the plates spotless and stainless in the shortest time. It will save husbands and wives a lot of time from doing the dishes.

本公司的新洗碗机以空前未有的最快速度使盘子清洁无比,它将为先生太太们省下许多洗碗的时间。

8. Our latest car model will never fail to attract our customers' attention with its new car design and its high performance engine.

本公司最新的车型由于其新车设计与高性能引擎,一定会吸引我们顾客的注意。

9. After your customers try a new brand and get to know it and like it, you can raise the price, because they will continue to buy a brand they like even if the price goes up.

顾客试用了新产品,了解并爱上了新产品,你就可以提价了。即便涨价,他们也会继续买自己喜欢的品牌。

10. I think you ought to bear in mind our costs.



我想你们应该把我们的成本考虑进去。

11. Frankly speaking, a low price policy encourages sales.  
But low prices usually mean no extra services.  
坦白说,低价能促销,但低价通常不含额外服务。
12. May I suggest we sign a 6-month contract at a 7% discount on your quoted prices and then we'll meet again to see if we can reduce the prices further?  
我想建议按你方所报价格,给 7% 的折扣,签一个半年的合同。然后我们再碰

## NO7 Bargain prices 讨价还价

1. We may suggest that you reduce your price by 5%. That would help to introduce you goods to our customers.  
我们建议你方减价 5%,这将有助于把你方商品介绍给我方客户。
2. Our compromise proposal is based on a minimum order of 1,000 bundles.  
我们的折衷意见是基于最少订购 1 000 捆。
3. So far as the price is concerned, it is workable.  
就价格而言,是做得开的。
4. No matter how high the price is, we are sure you can put it in your market.  
不论价格多高,我们肯定你方能在贵方市场售出。
5. This is our minimum price. We can't make any further