

商业英语常用会话

昆 明 市 第 一 商 业 局 编
昆 明 市 财 贸 学 校

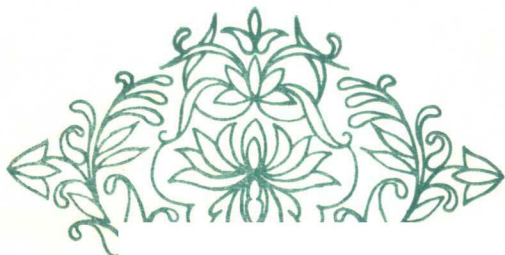


EVERYDAY EXPRESSIONS
IN
BUSINESS ENGLISH CONVERSATION

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云南人民出版社

责任编辑：陈寿昌

封面设计：蒋敏学

商业英语常用会话

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前 言

随着我国外交、外贸和旅游事业的发展,到我国来工作、旅游和观光的外宾越来越多,为了帮助商业服务人员尽快掌握一门外语,搞好外宾接待工作,密切国际交往,促进我国“四化”建设,在有关部门的支持和帮助下,我们编写了这本“Everyday Expressions in Business English Conversation”《商业英语常用会话》。目的在于使从事商业工作的服务人员和商业、财贸学校学生能够学到一些商业英语会话的基本知识,以适应当前外事和商业接待工作的需要。

在本书的编写中,我们参阅了国内外商业英语会话的有关资料,并根据我国国情和目前商业接待工作中的实际需要,采取按类分店的编排方法,编成此书。全书分为百货、五金、服务、古玩、旅社、理发、餐馆等三十多个专业店柜,各章节以常用基本句型为主,辅以其它实用句子,在每节后面并附有商品分类词汇(加注国际音标),使读者能在掌握一些基本句型后举一反三,灵活运用。

编写《商业英语常用会话》是一项复杂细致的工作,由于参加编写的同志水平有限,加上时间仓促,错误在所难免,盼广大商业干部和职工以及其他读者给予批评指正。

参加编写本书的有周承铮、文燮阳、罗启蒙、刘祝五、刘俊杰等同志,同时在编写过程中还得到云南省商业厅、云南省人民出版社的帮助支持,特此表示诚挚的感谢。

编 者

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Contents 目 录

Part One 第一部分

Business Conversation 商业会话

At the Department Store 在百货商店.....	1
Useful Expressions 常用语	1
(1) At the Cotton Cloth Counter 棉布柜	11
(2) At the Woolen and Velvet Material Counter 呢绒柜.....	15
(3) At the Hosiery and Cotton Articles Counter 针棉织品柜	18
(4) At the Woolen Thread and Knitting Counter 毛绒衫柜	23
(5) At the Silk and Satin Counter 丝绸柜	25
(6) At the Ready-made Clothes Counter for Man 男成衣柜	27
(7) At the Ready-made Clothes Counter for Woman 女成衣柜	30
(8) At the Towels and Socks Counter 毛巾袜子柜	34
(9) At the Shoes and Hat Counter 鞋帽柜	38
(10) At the Daily Necessities Counter 日用柜	43

(11) At the Toilet Articles Counter	
化妆用品柜	47
(12) At the Crafts and Jewels Counter	
工艺首饰品柜	50
(13) At the Hardware and Electric Articles	
Counter 五金电器柜	55
(14) At the Television and Radio Counter	
电视机、收音机柜	60
(15) At the Watch and Glasses Counter	
钟表眼镜柜	63
(16) At the Stationery Articles Counter	
文具用品柜	67
(17) At the Toys Counter for Children	
儿童玩具柜	72
(18) At the Photographic Articles Counter	
摄影器材柜	75
(19) At the Musical Instrument Counter	
乐器柜	80
(20) At the Athletic Articles Counter	
体育用品柜	84
(21) At the Furniture Counter	
家具木器柜	88
(22) At the Glassware Counter	
玻璃器皿柜	93
(23) At the Enamel Ware Counter	
搪瓷器皿柜	97
(24) At the Porcelain Vessel Counter	
陶瓷器皿柜	102
(25) At the Different Articles for Daily Use	

Counter 日用土杂柜	104
(26) At the Canned Food and Confectionary Counter 罐头食品及糖果柜	107
(27) At the Cigarettes and Wine Counter 烟酒柜	112

Part Two 第二部分

I. At a Restaurant 餐馆	119
II. At a Hotel 旅馆	130
III. At a Barber's Shop 理发店	139
IV. At a Curio Shop 古玩店	144
V. At a Park Shop 公园小卖部	147
VI. In the Cinema 电影院	150

Appendix I 附录 I

Daily Expressions 一般日常用语

(1) On Meeting and Parting 见面和分别	155
(2) Expressions of Affirmative, Negative and Doubts 肯定、否定和怀疑	157
(3) Expressions of Thanks and Apologies 感谢和歉意	161
(4) Introduction 介绍	163

Appendix II 附录 II

Words About Prices for Possible Use

关于价格备用词汇	167
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Appendix III 附录 III

Currencies 货币	170
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PART ONE 第一部分

BUSINESS CONVERSATION

商业会话

AT THE DEPARTMENT STORE

在百货商店

USEFUL EXPRESSIONS

常用语

When does the department store open?

百货商店几点钟开门?

It opens at 9:00 a.m. until 9:00 p.m.

从早上九点到晚上九点。

It's one of the biggest shopping centers here.

这是附近最大的一家售货中心。

What can I do for you?

你要买点什么?

What do you wish to buy?

你要买点什么?

What can I show you?

你要买点什么?

What shall I show you?

你要买点什么？

May I help you?

你要买点什么？

In what way can I serve you?

我能为你做点什么？

Is there anything I can do for you?

我能为你做点什么？

Can I be of any assistance?

我能为你做点什么？

Are you looking for some shirts?

你是要买衬衫吗？

Oh, I just come to look around.

我只是来看看。

Are you being attend to?

有人招呼你吗？

No, I'm just looking.

不，我只是看看。

I just want to have a look at your store.

我只是来你们店看看。

I see. Go right ahead.

那好，请随便参观。

Comrade, something for you?

同志，要买点什么吗？

Yes, I want to see some perfumes.

我要买点香水。

Perfumes are over there. Please step up to that

counter.

香水在那面，请到那个柜台去。

Excuse me, how do I get to the cosmetic department?

对不起，到化妆品部往哪儿走？

Please tell me how to get to the clothes department?

请告诉我到服装部往哪儿走？

The shoe department is on the second floor, isn't it?

鞋子部是不是在二楼？

Please step this way.

请这边走。

Where's the toy department?

玩具部在哪儿？

It's just right opposite the stairway.

就在楼梯对面。

I should like to buy a fur cap (a straw hat).

我要买顶皮帽子(草帽)。

I should like to see some sports suits.

我要看看运动衣。

I need a pair of walking shoes.

我要买双轻便鞋。

Will you show me some neck-ties?

给我看看领带好吗？

Would you show me some suit materials?

给我看看衣服料子好吗？

How many meters do you want, please?

你要多少公尺？

What have you got in slippers?

你们有什么样的拖鞋？

Have you any gloves?

你们有手套吗？

May I see some of your best leather gloves?

我可以看看你们最好的皮手套吗？

I want an alarm clock.

我要买只闹钟。

This clock is guaranteed for one year.

这种钟保用一年。

I want to buy some envelopes.

我要买些信封。

We haven't any in stock just now.

我们现在没有货。

We have a large variety of them in stock.

我们有各式各样的现货。

This (That) is the best we have.

这个(那个)是我们最好的了。

This is the most up-to-date pattern.

这是最新式样。

How do you like this design?

你喜欢这个式样吗？

It's rather showy. Perhaps you have something

plainer?

这个太鲜艳了些，也许你们有比较素淡一些的吧？

Please wait a minute. Is it this one?

请等一等，这种可以吗？

That is the thing I'm looking for.

那正是我一直想买的。

This is a little too long.

这个稍长了些。

What size, please?

请问要多大尺寸？

What size do you take?

你要什么尺寸的？

Let me try a medium-sized one.

让我试件中号的。

I want medium-sized ones.

我要中号的。

I take size sixteen.

我穿十六号的。

Try this one, please.

请试试这一件。

Well, it's just your size.

噢，这正是你要的尺码。

I think this will be exactly your size.

我想这套正合你要的尺寸。

This suits me very well.

这件(套)我穿很合适。

This fits you admirably.

这件你穿非常合适。

Are the colours fast?

不会褪色吧?

We can guarantee the colours.

保证不褪色。

I'm afraid it won't wash.

我怕它不经洗。

It's shrink proof.

是防缩的。

This is Shanghai made.

这是上海制的。

This is imported.

这是进口的。

Would you show me some ready-made suits?

请你给我看看成衣好吗?

I want a pair of shoes made to order.

我要定做一双鞋。

What is this material?

这是什么料子?

Will you take it?

你要吗?

Have you anything brighter in colour?

有颜色鲜艳一点的吗?

Do you have any particular brand in mind?

你特别喜欢哪种牌子的?

Would you like to recommend something to me?

你能给我推荐点什么吗?

How many colours have you got them?

一共有多少种颜色?

Which do you prefer, this one or that one?

你喜欢哪种, 这一种还是那一种?

How much is the best toilet-soap you have?

你们最好的香皂什么价钱?

What do you charge for a bottle of brandy
(maotai)?

白兰地(茅台)多少钱一瓶?

How much are these?

多少钱?

How much does this cost?

这要多少钱?

What about prices?

价钱怎样?

How about the price?

价钱如何?

What's the price?

这什么价钱?

What are the prices?

这什么价钱?

What do you want for this?

这你要多少钱?

What do you charge for this?

这你要多少钱?

How much is it per meter (jin)?

多少钱一公尺(市斤)?

How much I owe you?

我该付多少钱?

How much is mine?

我该付多少钱?

We only sell at the fixed price.

我们按定价出售。

The price is marked in plain figures on the tag.

售价都标有标签，明码实价。

This is sold by weight.

这是按重量卖的。

The size makes no difference in the price.

尺寸大小，价钱都是一样的。

Rather expensive, isn't it?

这贵了些，不是吗?

Well, I don't think I'll have any of them.

我不想买了。

Haven't you anything cheaper?

你们没有便宜点的吗?

This one only costs half as much.

这个便宜一半。

That's exceptionally cheap.

那个特别便宜。

That sounds quite reasonable. I think I'll take it.

这个价钱很公道，我想我就买了。

It's quite a bargain.

这倒实在便宜。

The price here seems quite reasonable.

这儿价格挺公道。

How much does it come to altogether?

一共多少钱？

How much will that be altogether?

一共要多少钱？

That will be six yuan fifty fen.

一共六元五角。

It amounts to nine yuan in all.

一共九元。

Will you change this pound note for me?

你可以兑换这张英镑票吗？

I'm sorry. We can't do this, because we know nothing about the exchange rates. I think you'd go to the Bank of China and ask them to do so.

对不起，我们不兑换，因为不知道兑换率，请你到中国银行去兑换。

Would you please change this ten-yuan (five yuan) note for me?

这是一张十元(五元)的钞票，请找换给我好吗？

Here is your change.

这是找补你的钱。

Do you want a receipt (an invoice)?

你要收据(发票)吗?

Yes, please give me a receipt.

是的, 请给我开张发票。

You can pay the cashier.

请到收款处付款。

The cashier is over there.

收款处在那边。

Here is your change and receipt, please keep them.

这是找你的钱和收据, 请收好。

Just a moment, please. I'll check the figures (catalogue) again.

请等一会, 我再算一遍(我再看一下货单)。

Do you wish to have it wrapped up as a gift?

需要当礼品一样包装起来吗?

Wrap it up together, please.

请都给包在一起。

Do you need anything else?

你还要买点别的什么吗?

Anything more for today?

今天还要买点别的什么东西吗?

No, I don't think so.

不, 我不要了。

Is that all?

都买够了吗?