

陈良旋 编著  
河南人民出版社

A 英语外贸信函

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# 英语 商务会谈



● 国际交往实用外语书系 ●

# 英语 商务会谈

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## 内 容 提 要

本册分做迎送外商, 洽谈业务, 磋商合同条款, 讨论进出口具体事宜, 解决贸易纠纷以及谈判期间安排宴会、观看球赛、观光、看病等21个专题, 详细介绍了商务谈判的具体内容及技巧, 并为读者提供了各种类型的商务会谈及会话实例。各实例附有参考译文、生词和专业术语以及口语句型操练。本书资料翔实, 编排合理, 简明易学, 可作为各类外经外贸专业学生和外贸工作人员的口语培训教材。

国际交往实用外语书系

### 英语商务会谈

陈良旋 编著      责任编辑 徐雨苍

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## 序

改革开放以来，我国人民与世界各国人民的友好往来日益频繁，对外经济贸易、科技文化交流、出国求学深造、旅行游览服务、接待来访观光乃至各行各业各门各类的涉外工作空前活跃，为满足人们迅速掌握运用有关知识和技能的愿望，我们编写了这套《国际交往实用外语书系》。

本书系是为外贸、外事、旅游等部门的广大干部、职工及遍布各行各业的外语工作者、大专院校学生和业余外语爱好者撰写的内容丰富、编排系统、实用性强的工具书，也是为广大外语教师提供的颇有价值的教学参考书。

我们在撰写过程中，参考了大量的国内外有关书刊资料。其中一部分曾作为教材在郑州大学外语系高年级中试用，深受学生欢迎。经过走访部分外贸、外事、旅游工作者，广泛征求意见，我们对该书系进行了反复的修改和补充，力求使其体裁广泛，翔实实用，语言规范，深入浅出，通俗易懂，易于上手上口。

为满足急需，本书系首批推出：《英语外贸信函》、《英语电报电传》、《英语商务会谈》、《英语社交应用文》、《商务俄语会话》、《英语导游手册》等若干种。

由于水平所限，时间仓促，难免有错误或不妥之处，敬

请读者批评指正。

编著者  
一九九〇年春

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## Part Two Chinese Version

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注：目录所标页码序号，左为英文会话部分，右为参考译文部分。

# 第一部分 英文会话

## Part One English Talks



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# I. Meeting a Foreign Business Friend

## 1. At the Airport

Lin: Excuse me, but are you Mr. Black?

Stranger: Oh, no. I am afraid you've made a mistake.

L: Sorry. But can you tell me who is Mr. Black?

S: I'm afraid not. You had better ask that gentleman over there.

(GOING UP TO THE GENTLEMAN)

L: Excuse me, but aren't you Mr. Black from America?

B: Yes, I am John Black from America.

L: I'm an interpreter from China National Textiles Import and Export Corporation, Zhengzhou Branch. My name is Lin.

B: How do you do, Mr. Lin.

L: How do you do. Our Marketing Manager Mr.

Wang has made a special effort to come and meet you. (TO WANG) This is Mr. Black from America.

W: How do you do, Mr. Black. We've been expecting you for quite some time. Now you've come at last. Let me extend our warm welcome to you.

B: Thank you. It's a pleasure to have an opportunity to come to Zhengzhou.

W: The pleasure is all ours. We hope your visit will promote our mutual understanding.

B: And reinforce our business relations, too.

W: Quite right. Well, I suppose you must be very tired after flying for so many hours.

B: Er ... not very tired. The service in the plane was really not bad. As a matter of fact I had a very enjoyable journey. And to tell you the truth, I have been very excited all the way as this is the first time I come to China, you know.

W: I'm very glad to hear that. Oh, Mr. Black, shall we go over to the waiting room for a short rest before fetching the luggage and going through the formalities?

B: Yes, that's not a bad idea.

W: This way, please, Mr. Black.

B: Yes, thank you.

## 2. Conversation in the Waiting Room

W: Take a seat please, Mr. Black.

B: Thank you. This is quite a big waiting room.

W: Yes. But sometimes even this waiting room seems a bit crowded, as more and more passengers travelling by plane nowadays, you see.

B: China is a big country with a very large population.

W: Right you are. Well, may I offer you a cup of tea?

B: Thank you. Mmm. It smells wonderful. No wonder they often say that Chinese tea is famous all over the world. It really has a well-deserved reputation.

W: This is Jasmine tea, the favourite tea of the people in North China.

B: You mean that people in South China have their own favourite?

W: Yes, it is. They prefer black tea to green tea. Maybe, that is because different people have different tastes.

B: Perfectly right. The same is true with people in

the West. Some have their coffee white while others like black coffee, with a little sugar, no milk.

W: That's interesting. By the way, would you like a cup of coffee?

B: No, thanks. I've been well rested. It's time for me to go through entry formalities and for my luggage.

W: All right. Let's go then.

B: O.K. Thank you.

(AFTER GETTING THE LUGGAGE)

B: Now, could you tell me where the taxi service is?

W: Yes, it's just over there. But I have a company car waiting at the parking lot.

B: That's very considerate of you. Thanks.

### 3. Talking on the Way to the Hotel

W: So you had a pleasant journey, hadn't you?

B: Yes, a most pleasant one. The weather was fine all the way through. And I had a splendid bird's-eye view of Zhengzhou suburbs. It seems to me that Zhengzhou is overwhelmed by a sea of



green trees.

W: Yes. Since the founding of the people's Republic of China, the Zhengzhou people, under the leadership of the Chinese Communist Party and Chairman Mao Tse-tung, have made great efforts to make the city green by planting trees, flowers, etc. And now you've seen the satisfactory result. Nearly all the main streets are covered by big plane trees. Other trees and flowers can be seen everywhere.

B: It's a great pleasure to drive in such a beautiful city. If only I could live here for some time.

W: Well, after our business talks, we can have time for sight-seeing, I'm sure. You could enjoy the beautiful sights so long as we have regular business relations.

B: Sure. I'll try what I can. I hope to conclude some substantial business with you.

W: I hope so, too. Oh, here we are. Let's get off, Mr. Black.

B: Is this where we should get off?

W: Yes. This is the International Hotel, one of the best hotels in Zhengzhou. You will stay here, Room 803.

B: So you've booked me a room before hand. That's great.