


巧嘴英语丛书  浩瀚英语

巧嘴英语商务谈

Glib Tongue
for Business English

陈 丹◎主编



北京邮电大学出版社
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前言

PREFACE

为了更好地完成工作,一个国际化的商人,必须意识到英语的潜在价值。商务英语强调在商务环境中功能英语的应用。会晤时,如何与客户寒暄?谈判时,我们用什么样的措词去打断别人的发言、如何用礼貌的方式表达自己的反对意见?《巧嘴英语商务谈》回答了这些问题,并且为读者再现了各种商务交流中的真情实景。

本书以“现代、实用、易学”为基准点编写而成,涵盖了与商务工作密切相关的三大方面,即商务会晤、商务安排、商务谈判,其中每一方面都分了若干个单元,系统而严谨地介绍了当今社会最地道、最实用、最时尚的商务性内容。值得一提的是,在每一个单元,我们都精心编写了四部分:

1. 脱口而出
2. 触类旁通
3. 对答如流
4. 妙语连珠

读者朋友通过学习不仅可以掌握词组、句型,而且更为重要的是可以“说”出来,随时有“用武之地”。

我们真诚地希望《巧嘴英语商务谈》能够为广大的英语爱好者,尤其是那些致力于英语口语学习的朋友们开启一扇明窗。

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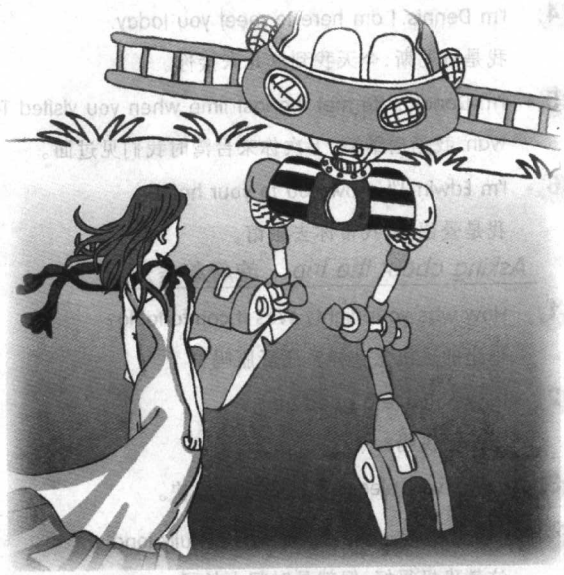
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Chapter 1 Contact

Chapter 1 会晤 Contact

Unit 1 Receiving the Customer 迎接客户

Glib Tongue for Business English



Talk Show

脱口而出

Meeting the guests 接客见面

1. Excuse me. Are you Susan Davis from Western Electronics?
对不起,你是从西方电子公司来的苏珊·戴卫斯吗?
2. You must be Mr. Takeshita.
你一定是竹下先生吧。
3. Pardon me. Are you Ralph Meyers from National Fixtures? 对不起,请问你是从国家装置公司来的雷夫·梅耶史先生吗?
4. I'm Dennis. I am here to meet you today.
我是丹尼斯,今天我到这儿来接你。
5. I'm Donald. We met the last time when you visited Taiwan. 我是唐纳德,上次你来台湾时我们见过面。
6. I'm Edwin. I'll show you to your hotel.
我是爱德温,我带你去旅馆。

Asking about the trip 询问旅途情况

1. How was your flight? Was it comfortable?
你坐的班机怎么样? 还舒服吗?
2. Did you have a good trip?
旅途愉快吗?
3. It was very pleasant. 旅途非常愉快。
4. It was quite good. But it was awfully long.
这趟班机很好,但就是时间太长了。

Chapter 1 Contact

5. We were delayed taking off, and we encountered a lot of bad weather.

我们延误了起飞,我们遭遇了很多恶劣天气。

6. Did you get any sleep on the plane?

你在飞机上睡觉了吗?

2 Comprehend by Analogy 触类旁通

- | | |
|----------------------------------|--|
| ▶ 你好! 我是……。 | ● How do you do? My name's Jack White. |
| ● Hi! I'm Jack White. | ▶ 旅途愉快吗? |
| ● Hello! Jack White. | ● How was your trip? |
| ● Hello! I'm Jack White. | ● Did you have a good trip? |
| ● How do you do? I'm Jack White. | ● Did you have a good flight? |

3 Reply Fluently 对答如流

Conversation 1

- A: Good morning, Mr. Smith. Welcome to Wuhan.
- B: Good morning!
- A: Mr. Smith, did you have a good journey?
- B: I just feel a little tired. You know, it took me 16 hours to get here.
- A: You must take a rest today.
- B: That's very kind of you, but I can do without a rest. I have long wanted to have a talk with you about the possibility of

business between us.

A: We welcome good business. Anyhow, we know you must get tired by the flight, so we arrange a meeting tomorrow. Today you can have a good rest.

B: Thank you very much.

A: We hope your stay here a pleasant one!

B: I believe I will.

A: 早上好! 史密斯先生, 欢迎来到武汉。

B: 早上好!

A: 史密斯先生, 旅途愉快吗?

B: 只是有点儿累, 你知道到这儿需要 16 个小时。

A: 你今天得好好休息。

B: 你太好了。但是我不休息也可以。我一直想和你们谈我们之间商业往来的可能性。

A: 我们欢迎有意义的业务往来。但是, 我们知道你旅途一定很劳累, 所以我们把会议安排到了明天。今天你可以好好休息一下。

B: 非常感谢。

A: 我们希望你在这里过得愉快。

B: 我相信我会的。

Conversation 2

A: Excuse me, but are you Mr. Smith from Britain?

B: Yes, I am.

A: I'm from Textile Import and Export Corporation. I've come to meet you. My name is Zhang Yong.

B: How do you do, Mr. Zhang? I'm glad to meet you.

A: How do you do, Mr. Smith? Let me help you with your luggage.

Chapter 1 Contact

B: Thank you very much.

A: Did you have a good trip?

B: On the whole, not too bad.

A: Anyhow, it's a long way to China, isn't it? And I think you must be very tired.

B: Yes, I am, rather. But I'll be all right by tomorrow and ready for business.

A: I wish you a pleasant stay here.

B: Thank you.

A: Now, Mr. Smith, if all is ready, we'd better start for the hotel.

B: I'd like to. Let's go.

A: This way, please. Our car is waiting over there.

A: 对不起,您是从英国来的史密斯先生吗?

B: 是的,我是。

A: 我是纺织品进出口公司的,我是来接您的,我叫张勇。

B: 你好,张先生,很高兴见到你。

A: 你好,史密斯先生,让我帮你拿行李吧。

B: 非常感谢。

A: 旅途愉快吗?

B: 总的来说还不错。

A: 不管怎样,来中国的路程漫漫,不是吗? 我想你一定很累了。

B: 是的,我确实蛮累的,不过,明天我就会好的,准备谈生意。

A: 祝您在这儿过得愉快。

B: 谢谢。

A: 史密斯先生,如果一切都准备好了,我们最好动身去宾馆吧。

B: 好的, 我们走吧。

A: 请这边走, 我们的车在那边等着。

4 Sentences

妙语连珠

高频词汇

receive [ri'si:v]

reception [ri'sepʃən]

welcome ['welkəm]

suitcase ['sju:tkeis]

luggage ['lʌgɪdʒ]

freshen ['freʃn]

interpreter [in'tə:prɪtə]

journey ['dʒə:ni]

airport ['eəpɔ:t]

stay [stei]

flight [flaɪt]

enjoyable [in'dʒɔɪəb(ə)l]

迎接

接见

欢迎, 款待

手提箱

行李

使精神饱满

译员, 口译者

旅行

机场

停留

飞行

令人愉快

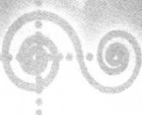
名言荟萃

1. A friend is a present which you give yourself.

朋友是自己送给自己的礼物。

2. Don't neglect old friends, even if you no longer need them.

即使你不再需要老朋友, 也不要怠慢他们。



Chapter 1 Contact

Unit 2

Making an Invitation 邀请客户



Glib Tongue for Business English

Talk Show 脱口而出

Invitation in hospitality 盛情相邀

1. I come here to invite you to attend a symposium tomorrow. 我来邀请您参加明天的专题讨论会。
2. Please do accept our invitation.
请一定接受我们的邀请。

3. I would like to invite you to dinner next Saturday night.

我想邀请你下星期六晚吃饭。

4. Do you have time this evening?

你今晚有空吗?

5. Are you free tomorrow morning?

你明天上午有空吗?

6. We will be very glad if you can come.

如果你能来,我们非常高兴。

Accepting 接受邀请

1. Sure. I'll be glad to come.

当然,我乐意来。

2. Thank you for the invitation.

谢谢你的邀请。

3. With the greatest of pleasure. 非常荣幸。

4. I'd love to very much. 我很乐意。

2

Comprehend by Analogy

触类旁通

► 愿意来……吗?

- Like to come to my birthday party?

- Would you like to attend our party?

► 你会来……,对吗?

- You'll be able to come,

won't you?

- You will come to address the meeting, won't you?

► ……我希望你能参加。

- We're having a speech contest on Monday. I hope you could come.

Chapter 1 Contact

- We're going out for a picnic this weekend. We'd like you to come.

Reply Fluently 对答如流

Conversation 1

- A: Hi, Mr. Wang. Do you feel like going boating with me?
B: Sounds interesting, I haven't gone boating for some time now. and what time?
A: How about tomorrow afternoon?
B: Sure. Where shall I meet you?
A: At the gate of the park.
B: Great. I look forward to meeting you.
A: See you then.
B: See you.

- A: 王先生, 你好, 你愿意跟我去划船吗?
B: 好极了! 我已有好长一段时间没有去划船了。什么时候去?
A: 明天下午如何?
B: 好的。我们在哪里见面?
A: 公园门口。
B: 太好了。期待着见你。
A: 到时见。
B: 再见。

Conversation 2

- A: Mr. Black? I'm from the Pacific Mechanical Company.
B: Oh, yes. Step inside, will you? I'll give you an idea of what