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序 FOREWORD

职场"白骨精"必看的高品质、零压力商务英语读本

当岁月的年轮悄然拂过21世纪的门槛,关山万里仅需鼠标轻点已是宛在眼前,浩渺重洋只要银鹰展翅即可朝发夕至。世界已经变成一个小小的村落,而这个村落的绝大多数人都匆匆地行走在商业的朝圣之旅上。全球化已成为现代商业世界中最重要的主题,商业管理、市场营销、金融投资等领域的跨国人才已是供不应求。那些拥有专业技能、掌握若干门外语、坐着商务舱全球穿梭的国际性商业精英正在成为年青一代的新偶像。

用英语快速捕捉商业信息、流畅自如地进行商务交流是全球化时代职场精英必备的技能。掌握这项技能不能仅靠"学英语",还要频繁"用英语",将浅层次的语言技巧演变为自然语感,才能达到信手拈来即可左右逢源的境界。但是,现代生活节奏加快,信息庞杂,人们可自由支配的时间越来越少。因此,按自身需求理性选择阅读材料,使阅读效益最大化,这对忙碌的上班族来说尤为重要。如果你打算在最短的时间内领略最有价值的商务智慧、商务理念、商务文化,同时巩固和提高英语水平,"品商战 淘英语"丛书将是最佳选择。

本丛书集国内外成功企业或人士有关投资、理财、经营等领域的丰富经验与原汁原味的英文于一体,再加上清晰流畅的栏目设置、图文并茂的版式设计,倾力打造全国第一套"高品质、零压力"商务英语读本。让你在愉悦的氛围中品

味商业智慧, "淘"到地道英语。

本丛书共10册,内容涉及理财、投资、营销、经营、CEO、新富豪、企业文化、品牌、竞争及创业等内容。

《学富人 做富人》 处在知识经济时代,家庭积蓄的合理安排迫切需要我们拥有科学的理财方法。因此,为给读者提供成功的理财方法、合理的理财观念及培养理财观念的妙招,本书辑录了20几位名家的理财理念和方法,通俗易懂的解析将有效地引导你树立卓越的理财观念,并让你感觉像博多·舍费尔所说的那样,"为未来做好事的最好方法是筹划它,理财不仅是筹划未来,更重要的是购买未来"。

《80后的新富豪》 你也许还在为找不到足够的创业资金而烦恼,认为创业只是富人的游戏……但是,当那些80后的新富豪迅速崛起的时候,你将发现创业和致富并没有那么艰难。一个玩笑、一次机遇、一个点子、一套设备、一次大胆的尝试……居然都可以让他们的富豪梦变成现实,你还在为自己的退缩找理由吗? 本书收集了20几位80后新富豪的创业经历,他们"只为成功找方法,不为失败找借口",一定能点亮你的创业激情,帮你找到创业的切入点。

《人人都可以是投资高手》 金融投资是商战中的"原子战",利益与风险同在,海水与火焰相拥。金融专家现身说法,向你展示做生意的最高境界——"以钱生钱、富甲天下"。为引导读者科学投资,本书为你收集了20几位成功人士的投资经验,并为你讲解必备的投资知识及高效的投资策略,希望给你带来异样的投资惊喜。

《大牌CEO的招数》 运筹帷幄、超额薪水、靓车美衣——大牌CEO是市场竞争中的高级操盘手,他们的商业手段行云流水、千变万化、层出不穷,值得仔细品味。意欲成为一名成功的CEO,就必须学会充分利用管理策略和原则,把领导权力和管理技能完美地糅合在一起,以充分调动公司成员的积极性和创造性。本书收集了20几位大牌CEO的奇思妙招,或许会给你带来意想不到的收获。

《你的公司什么性格》 大道无形,商者无域。世界顶级企业更像一个大家庭,有着或激越、或轻灵、或温馨、或冷峻的企业文化,吸引着来自全球的各路精英。企业文化不但彰显着企业人的理念,凝聚着员工的信仰,也决定着企业的未来。为帮助诸多公司和企业人建构起自己企业的企业文化,本书

收集了20几家著名企业的企业文化,定会对你探索优秀的企业文化有所帮助。

《大品牌 小故事》 本书浓墨重彩,着力介绍世界顶级企业在打造品牌方面的宝贵经验:技术领先、质量卓异、风格独特、引领潮流,让你饕餮品牌盛宴。本书收集了20家企业的王牌品牌,探索他们品牌建构背后的故事,并为你带来最高效的品牌战略。

《制造竞争优势》 经济的发展为企业带来了机遇,同时也带来了激烈的竞争,企业不得不在机遇与挑战的夹缝中生存。价格、技术、产品、创意、品牌、营销、附加值……明星企业信手拈来,看似轻松随意的组合,却让竞争对手望而却步、退避三舍。本书收集了20几家名企的竞争策略,帮你寻找自己的优势并确定企业竞争策略。

《生意经交流吧》 在经济一体化发展的大环境下,面对瞬息万变的市场及严峻的竞争环境,企业为谋求生存和不断发展,就必须采用新颖独特的经营策略,发挥出最大的能力来赢取效益。为此,本书精选了国内外近20位知名人士的经营之道,他们的成功经验或许能帮你创新经营理念,改革经营方式,带来更好的经营效益。

《解密 "赢"销商》 在企业竞争日益激烈的今天,企业效益好坏来自市场开拓的效果。对于一个产品质量过硬的企业来说,必然需要建构一支战斗力强、效率高的营销队伍,全方位探索科学的营销策略。企业及其营销人员只有采用科学的营销策略,才可能广泛地拓展企业的销售市场。本书收集的20几家著名企业的营销策略及理念,不但可以为处于营销困境的企业指点迷津,而且还会对营销人才的成长有指导意义。

《我的第一桶金》 创业者的"第一桶金"蕴涵着怎样的奥秘?我们无法给予统一的答案。成功者背后的故事充满着酸甜苦辣:或是艰辛劳累,或是机缘巧合,或是贵人相助,或是突发奇想……本书辑录了20几位成功创业者的经验之谈,他们第一桶金的掘金之旅想必可以激发你创业的勇气和胆识。

在本丛书的编写过程中,编者秉持"内容至上、读者第一"的创作理念,查阅了大量的商务文献,力求所选案例的新颖独特。为保证内容的指导性和实战性,编者按照精益求精的原则,选择最具影响力的名人、名企,隆重推出最新的经营管理理念。

本丛书具有以下特色:

- 1. **实战性强** 本着"通俗易懂,学即能用"的原则,编者精选了国内外最具特色的经典案例,并对其成功之处予以细致入微的解读,把最核心的经验智慧提供给你。
- 2. **图文并茂** 为规避传统商务类著作的枯燥乏味,我们通过各种途径收集了一些相关的图片,让你在轻松的氛围中品味英语的多姿多彩、商战的波诡云谲。
- **3. 母语导读** 为帮助你借鉴成功经验与提高英语水平,本丛书设计了中文导读模式,并对文中的疑难词语附有中文解释。
- **4. 趣味性强** 为进一步调节你阅读时的心情,我们特在篇末设置"小故事,大智谋"模块,精选的智慧小故事也会保证你学习愉悦两不误。
- 5. **点亮你的思维** 我们从文中特意挑选出经典睿智的好句子,希望能点亮你的商业思维,提升你的商业智慧。
- **6. 重点阅读推荐** 为帮助百忙中的你在最短的时间内习得最有价值的商场智谋,本丛书的每篇文章都设置重点阅读段落推荐,在文中用"★"标示出。

清朝学者张潮的笔记小品《幽梦影》中有言"文章乃案头之山水,山水是地上之文章。善游山水者,无之而非山水:书史亦山水也;诗酒亦山水也;花月亦山水也。"当你打开本丛书,一篇篇清丽的文章就像是虫鱼花草、山间晓月,足以"怡情、博彩、长才",让你开卷获益、掩卷深思。

本丛书涉及面甚广,囿于时间和水平所限,疏漏之处在所难免,尚望读者不吝批评指正。

编者 2009年末于北京

目 录 CONTENTS

Topic 1

Narayana Murthy: My Stage Is the Whole World 印孚瑟斯董事长纳拉亚纳·穆尔蒂·**整个世界都是我的舞台** \ 1

Topic 2

Indra Krishnamurthy Nooyi: The Efficient Talent Strategy 百事执行总裁英德拉·努伊: **行之有效的人才战术** \ 12

Topic 3

Pawan Bhatia: Resource Supply Overunning Expansion 达美乐印度公司原首席执行官帕旺・巴蒂亚: **扩张经营,粮車先行** \ 23

Topic 4

Wang Jianzhou: The Practiser of Rural Areas Centered Strategy in Modern Times 中国移动总裁王建宙: 农村包围城市战略的现代演绎者\36

Topic 5

B. Muthuraman: Frugality Should Top the Agenda of Big Business 印度塔塔钢铁公司常务董事穆瑟拉曼: **治理大型生产企业,"省"字当头**\49

Topic 6

Robert Polet: Breaking the Rules, Succeeding through Undoing 古驰集团首席执行官罗伯特·波雷特: **打破常规,无为而治**\60

S Topic 7

Michael Rapino: Making Music a Profitable Business Live Nation首席执行官迈克尔·拉皮诺:**让经营音乐利润倍增** \ 72

■ Topic 8

Carlos Ghosn: The Charisma Leading to Resurgence

卡洛斯·戈恩: "日产"复兴的经营之道\82

Topic 9

Brad Anderson: A Brave Man with Daring and Resolution 百思买的首席执行官兼布拉德·安德森: **孤注一掷的勇者**\94

■ Topic 10

Mike Eskew: What Can Brown Do for You?

UPS首席执行官麦克·埃斯丘: 棕色制服人员能为您做什么? \106

Topic 11

Yvon Chouinard: The CEO Pioneering the Green Wave 巴塔哥尼亚公司创始人伊冯・乔伊纳德: **站在环保阵线上的CEO** \ 117

Topic 12

Mark Hurd: Reforming, Take Action Right Now 惠普公司首席执行官兼总裁马克・赫德: **改革,我用行动说话** \ 127

Topic 13

Isadore Sharp: Employees Are Also My God 四季酒店集团创始人伊萨多•夏普: **员工也是我的上帝** \ 138

Topic 14

Mickey Drexler: Popularizing the Luxury Brands

J. Crew 董事长麦基・德雷克斯勒: **让奢侈品亲近大众** \ 149

Topic 15

Patrick Ricard: Volume Is Not Everything in Buying 保乐力加董事长帕特里克·力加: **大有学问的并购艺术** \ 158

Topic 16

James W. Owens: To Create a University for the Company 卡特彼勒首席执行官詹姆斯 • 欧文斯: **在企业中创建大学** \ 169

Topic 17

Jack Rooney: To Inject Energy into Organization 美国移动首席执行官杰克・鲁尼: **为公司注入活力** \ 182

Topic 18

Todd Stitzer: Shaping and Being Shaped by the Culture 吉百利首席执行官托德·斯蒂策: 企业文化的塑造者 \ 194

M Topic 19

Jack Ma: Connecting China with the World 阿里巴巴首席执行官马云: 将中国与世界联通 \ 204

A true leader is one who leads by example and sacrifices more than anyone else, in his or her pursuit of excellence.

-N. R. Narayana Murthy, Chairman, Infosys.

真正的领导是表率,他们不惜为追求卓越而做出最大的牺牲。

——纳拉亚纳·穆尔蒂, 印孚瑟斯董事长



提到软件公司, 也许我们首先想到的是微软, 然而在印度也有一个实力强劲的印孚瑟斯, 不要小看它的存在, 现在有很多知名企业都是其软件的忠实客户。而随着印度经济的崛起, 印孚瑟斯也抓住了机遇, 现在它正在迈开国际化步伐登上世界舞台。

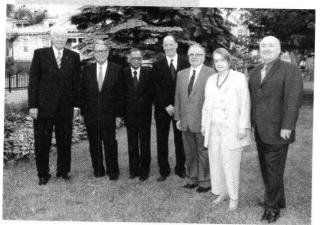
生意经交流吧



印孚瑟斯是印度最大的一家软件出口公司,曾被主流金融杂志《欧洲货币》发起的"亚洲最佳经营公司年度调查"选为亚洲经营最杰出的信息技术公司。其掌门人纳拉亚纳・穆尔蒂将印孚瑟斯带到了巅峰,使其营业额大幅攀升。穆尔蒂相信通过创业来创造更多就业机会是帮助印度摆脱贫困的唯一办法。

arayana Murthy believed that the only way to pull India out of poverty was to create more jobs by setting up new companies. With his sound management skills, Narayana Murthy seemed to have taken Infosys to the pinnacle (顶峰) of success in two decades. Infosys is one of the biggest exporters of software from India. In February 2001, Infosys Technologies Ltd. (Infosys) was voted as the

Best Managed Company in Asia in the Information Technology sector, in leading financial magazine *Euromoney*'s Fifth Annual Survey of Best Managed Companies in Asia.



全球视野下的经营策略

战略家的诞生

从创业初期开始,纳拉亚纳·穆尔蒂就将目光投向了世界上最具挑战性的市场——美国。1987年他首先寻求同咨询公司克特萨蒙联合,成为司克特萨蒙联合,成为司第一桩生意。不久回到第一桩生意的为法国锐步公司。不久便司来分配管理体系软件。这一软件的理理体系软件。这一软件的应度,即多强有力的竞争者同台竞技,场局更多强有力的竞争者同台竞技。随着印孚瑟斯于1998年在美国纳拉亚纳·穆尔蒂的全球化战略得以确立。

Murthy focused on the world's most challenging market—the US. He had two reasons for this. First, there was no market for software in India at the time. Second, he believed that Indian software companies could export products in which they had a competitive advantage. In 1987, Infosys entered into a joint venture with Kurt Salmon Associates (KSA), a leading global management consultancy firm. KSA-

Infosys was the first Indo-American joint venture in the US. In 1988-1989, Infosys set up its first office in the US. Reebok of France was looking for a software system to handle its distribution management at the same time.

Infosys bagged the contract and developed the Distribution Management Application Package (DMAP) for Reebok's French operations. Infosys decided to use this package to create a standard application package (应用程序包) for similar operations of any company. In 1989, Infosys bagged another major contract from Digital Equipment. In the early 1990s, with the opening up of the Indian economy, many exportoriented software companies were



4



set up in India that created the momentum: Infosys leveraged this very successfully. By mid-1990s, Infosys was competing not only with Indian software majors like Tata Consultancy Services, and Wipro, but also with overseas players like Cambridge Technology Partners and Sapinet, which offered software solutions. Narayana Murthy believed that Indian software professionals had the ability to deal with complex projects.

Analysts felt that unlike elsewhere, India's sharpest minds were heading for a career in software, and the best of these aspired to be at Infosys. During 1998-1999, Narayana Murthy planned to position Infosys as a true global company—global clients, global operations, global staff and a global brand image. In 1998, to support his global ambition, Narayana Murthy listed the shares of Infosys on Nasdaq through American Depository Receipts (ADR) issue worth US\$75 million.

With this, he took the Indian software industry global.

★全球化的战略体系

作为将印度的软件产业推向全球的战略构成,纳拉亚纳·穆尔蒂的全球化战略具有三点特色:全球化的分配体系;不断提升的产品价值链以及科学的企业运作模式,其中包括收益的可预知性,预知的可持续性,收益的盈利性以及运营的低风险性。

5

arayana Murthy's global strategy comprised three features. The first one was the "global delivery model". The model emphasized on "producing where it is most cost effective to produce and selling where it is most profitable to sell".

Cost effective production meant doing as much of the software development work in India and profitable selling meant focusing almost exclusively on foreign markets, particularly the US.

The second feature of the strategy was "moving up the value chain"—which meant getting involved in a software development project at the earliest stage of its life cycle.

However, analysts felt that for this, Infosys would have to compete with big companies like Cambridge Technology Partners or even Andersen Consulting, and that could be tough. Agreed Narayana Murthy, "Yes, it is not going to be easy. But we don't have to be unduly concerned about unmitigated success. We may succeed in some and not in others—which is not to say that we will not succeed as consultants."

The third feature of it was the PSPD. According to Narayana Murthy, there are four fundamental tenets of any well-run business. One: predictability of revenues; two: sustainability of the predictions; three: profitability of revenues; and four: a good de-risking model. "De-



生意经免流吧

risking" meant that Infosys had put limits on its exposure to businesses of various kinds. For instance, it limited its exposure to Y2K projects to less than 25% of its total revenues because this was a business that could disappear overnight and Infosys didn't want to take the risk.

唯才是用



印孚瑟斯的迅速发展也在很大程度上得益于其较低的人员流动率, 而低流动率的秘诀则在于完善的员工 管理制度。如高效的员工提拔选用体 系、便利的职工生活福利等。

nalysts felt that one factor which helped Infosys to grow at a faster pace than others was the low employee turnover (员工流动率). The turnover rate at Infosys was around 11% as opposed to industry average for software companies' of over 25% during the 1990s. Infosys' retention capability was a function both of its rigorous selection procedures as well as proactive HRD practices.

About 80% of the middle and senior level executives were promoted from within the organization.

Infosys provided many facilities to its employees, which were intended to take care of both the professional and personal needs such as ticketing, credit cards or house loan applications, crèche facilities for kids, a gymnasium to work out etc.

在员工奖励措施上, 印孚瑟斯是最早采用员工持股计划的企业。穆尔蒂认为只有员工才是最宝贵的财富。在防止小团体形成的基础上, 他鼓励员工之间以及员工与上级平等沟通,创造和谐的工作环境。

Infosys was one of the first companies to adopt an employee stock option plan (ESOP) and create additional wealth for its employees. Narayana Murthy believed that employees created wealth and unless Infosys had a mechanism to make them principal shareholders, it was unlikely to grow. Analysts felt that