

附赠

地道美式发音

精美光盘

美语会话脱口秀系列



英语口语经典 外贸

英语口语大全

PRACTICAL SPOKEN ENGLISH TALK SHOW

[美]Michael Anderson 审订

李雪 李铁红 范宏博 主编

最纯正的英语口语

 机械工业出版社
CHINA MACHINE PRESS



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本书以“源自外贸”为基本原则来选取素材。本书分为外宾接待、外贸出差、市场营销、贸易形式、外贸办公、商品报关和贸易实务七个部分，几乎涵盖了外贸场景的各个方面，实用性和知识性并重，意在把读者带到英语语境中，全新开发大家语言潜力。读者把这些口语要素积累下来，就成了脱口而出的“鲜活会话”了。

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前言

随着社会的发展和国际交往的日益频繁，英语已经进入我们生活的各个方面，对英语口语水平的要求也越来越高。为了满足社会不同层次、从事不同工作的初级和中级英语学习者对日常英语的需要，我们精心编写了“美语会话脱口秀系列”丛书。本丛书包括《外企白领英语口语大全》、《文秘会话英语口语大全》、《社交英语口语大全》、《商务英语口语大全》、《情景英语口语大全》、《酒店职员英语口语大全》、《餐饮业职员英语口语大全》、《金融业职员英语口语大全》、《售货员英语口语大全》、《旅游英语口语大全》、《外贸英语口语大全》、《娱乐休闲英语口语大全》和《面试英语口语大全》，共13本书。

本丛书几乎涵盖了所有日常生活、工作场景所需要的基本英语用语，可供广大读者和英语爱好者灵活选用。丛书以场景对话为主要内容，使读者在阅读中有身临其境的感觉，还包括关键句型、词语加油站、开心一刻。关键句型列举出各场景中出现频率最高的语句，供读者学习、模仿、熟记和运用。词语加油站精选出常用的重点词汇，为读者扫除词汇障碍。

《外贸英语口语大全》一书以“源自外贸”为基本原则来选取素材。本书分为外宾接待、外贸出差、市场营销、贸易形式、外贸办公、商品报关和贸易实务共七个部分，几乎涵盖了外贸场景的各个方面，实用性和知识性并重，意在把读者带到英语语境中，全新开发大家的语言潜力。读者把这些口语要素积累下来，就成了脱口而出的“鲜活会话”了。本书在编写过程中，力求保证英语口语的原汁原味，读者可以身临其境，融入英语会话的情景当中，通过学习和实践，更快、更准地把握英语口语的精髓！

事实证明，英语学习的最好方法就是听与说的有机结合，而听、说也要尽可能地与日常生活相结合，从日常对话入手，逐步培养自己的英语交际能力，通过积极与他人进行互动交流，培养自己的信心。只要有信心、有决心，从点滴做起就一定会成为英语高手。

我们相信读者通过对本丛书的学习，能够在短时间内达到脱口而出、流利表达的效果，英语口语一定会有一个很大的进步。

英语学习应该从日常生活中的点点滴滴入手，天长日久，水滴石穿，只要有信心、有决心，把身边事作为练习英语口语的素材，并以此书作为参考和辅助材料，就一定能成为他人眼中的英语高手。期待您的成功！

限于编者水平，书中难免有不足之处，恳请广大读者批评指正。

编者



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Chapter 1

Meeting and Seeing Off 外宾接待





Meeting Foreign Guests

迎接外宾

Key Sentence Patterns

关键句型

- 1 My name is Myra. I work in Beijing Institute of Technology.
我叫迈拉，在北京理工大学工作。
- 2 I think it's a great honor to be invited to your beautiful city.
被邀请来你们这座美丽的城市真是我莫大的荣幸。
- 3 It's kind of you to meet me at the airport.
你能到机场来接我真是太好了。
- 4 Let me find out if he made arrangements for someone else to meet with you in his place.
我来查一下他是否安排了其他人代替他跟您见面。
- 5 There is a conference room already prepared.
已经安排好了一间会议室。
- 6 Let me help you with your baggage.
让我来帮您拿行李吧。
- 7 I hope I'll be able to show you around. I'm sure you'll be impressed.
我希望能带您到处转转，相信会给您留下深刻印象的。
- 8 He is very eager to meet you, and sends his warmest regards.
他非常想见您，要我先代他向您问好。
- 9 We've got a limo waiting outside.
我们有辆豪华轿车在外面候驾。
- 10 But truthfully I'd rather just spend a quiet evening in the hotel getting ready for tomorrow's appointment.
不过我倒想静静地在饭店休息一晚，准备明天的会谈。

Pop Conversations

热门话题

► Conversation 1

- A: Excuse me, are you Mrs. Green from England?
B: Yes, I am.

A: I'm pleased to meet you, Mrs. Green. My name is Myra. I work in Beijing Institute of Technology. I came here to meet you.

B: How do you do?

A: How do you do?

B: It's kind of you to meet me at the airport.

A: Welcome to Beijing. Is this your first time in China?

B: No, I have visited China several times, but it's my first visit to Beijing and I think it's a great honor to be invited to your beautiful city.

A: It's our pleasure to have you here. I hope you will have a pleasant stay here.

B: Thank you. I'm sure I will have a wonderful time here.

A: 打扰了, 你是英格兰来的格林夫人吗?

B: 是的。

A: 很高兴见到你, 格林夫人。我叫迈拉, 在北京理工大学工作。我来这儿接你。

B: 你好。

A: 你好。

B: 你能到机场来接我真是太好了。

A: 欢迎你来北京。你是第一次来中国吗?

B: 不, 我来过好几次了, 但我第一次来北京。被邀请来你们这座美丽的城市真是我莫大的荣幸。

A: 很高兴你能来。希望你能在这儿过得愉快。

B: 谢谢, 我想我在这里会过得很愉快的。

► Conversation 2

A: You must be Miss Lake from Chicago?

B: And you must be Mrs. Wang. Thank you for meeting me.

A: It's my pleasure. Welcome to Dalian.

B: It's good to be here.

A: How was your flight?

B: Long, but quite comfortable. ABC Airline treats its passengers well.

A: Did you have any trouble clearing customs?

B: Oh, no. They were quite quick and efficient.

A: 你一定就是芝加哥来的莱克小姐了。

B: 那你一定是王女士了。谢谢你来接我。

A: 这是我的荣幸。欢迎来大连。

B: 能来这儿真是太好了。

A: 飞行途中还好吧?

B: 旅途虽然很漫长, 但很舒适。ABC 航空公司的乘客服务做得很好。

A: 通关时没有什么麻烦吧?

B: 噢, 没有。他们动作很快, 而且效率很高。

► Conversation 3

- A: How can I help you?
- B: Yes, I am James Mason from Anderson and Associates Limited. I would like to see Mr. Smith.
- A: Do you have an appointment?
- B: Yes, he knows I'm coming. Our meeting is set for 2 o'clock.
- A: I wonder if Mr. Smith forgot your meeting. I am afraid he left this office this morning and is not expected back until 4 p. m. Let me find out if he made arrangements for someone else to meet with you in his place. Will you please have a seat?
- B: Sure.
- A: Yes, Mr. Mason. I just checked with our office manager, Ms. Terry. She said Mr. Smith briefed her on your project. She is just finishing up a meeting now. She should be with you shortly. Would you like me to show you around while you are waiting?
- B: That would be very nice. Thank you.
- A: Right this way, Mr. Mason. We can start with our front office. When Ms. Terry is ready, you may take the elevator at the front to the 6th floor. There is a conference room already prepared.
- A: 有什么需要帮忙的吗?
- B: 是的,我是安德森咨询公司的詹姆斯·梅森。我想见史密斯先生。
- A: 您预约了吗?
- B: 预约了,他知道我要来。我们定在2点见面。
- A: 我猜史密斯先生忘记了与您见面的事。他今天早晨就离开办公室了,估计下午4点以后才能回来。我来查一下他是否安排了其他人代替他跟您见面。请坐一下,好吗?
- B: 好的。
- A: 是这样,梅森先生。我刚刚跟我们的办公室主任特里小姐核实过。她说史密斯先生跟她简单交代过您的事情。现在她刚开完一个会,马上就会过来。您要我带您一边等一边转转吗?
- B: 那样就太好了。谢谢你。
- A: 梅森先生,这边走。我们先参观一下行政管理部门。等特里小姐准备好以后,您就在前厅乘电梯去6层。那儿已经安排好了会议室。

► Conversation 4

- A: Good morning, Mr. Murphy. Welcome back to Dalian.
- B: How nice to see you again, Miss Li! Thank you for meeting me here.
- A: My pleasure. How are you doing?
- B: Very well, thank you. And you?
- A: Can't be better.
- B: I'm glad to hear that.
- A: How was your flight?
- B: Very nice. The service of CAAC is superb.

A: I'm glad to hear that. Oh, let me help you with your baggage.

B: Thank you. I can manage all right.

A: Watch out.

B: It's been a long time since last time we met, er, more than 2 months. Time flies!
You know.

A: Yes, and Dalian has changed a lot ever since. In fact, Dalian is changing everyday.
I hope I'll be able to show you around. I'm sure you'll be impressed.

B: Thank you. I'm sure I will.

A: 早上好, 莫菲先生。欢迎再次到大连来。

B: 很高兴再次见到你, 李小姐。谢谢你能来接我。

A: 不客气。您最近好吗?

B: 非常好, 谢谢。你呢?

A: 很好。

B: 很高兴听你这么说。

A: 旅途怎么样?

B: 非常好。中国民航的服务很棒。

A: 听您这么说, 我感到很高兴。哦, 让我来帮您拿行李吧。

B: 谢谢。我自己能拿动。

A: 小心。

B: 我们大概有两个月没见了吧, 时光飞逝啊!

A: 是呀, 大连有很大的改变。事实上, 大连每天都在变化。我希望能带您到处转
转, 相信会给您留下深刻印象的。

B: 谢谢, 我想我会的。

► Conversation 5

A: Excuse me, are you Mr. Mike Johnson?

B: Yes, I am. From Northern Reflections of Canada. And are you Mr. Lin?

A: No, sir, I'm not. I'm Liu Yang, Sales Manager at ABC Trading. Mr. Lin asked me
to come and meet you, because he was unexpectedly tied up this morning. He is very
eager to meet you, and sends his warmest regards.

B: I see. Well, it's very nice to meet you, Liu Yang. And please, feel free to call me
Mike. I'm not big on formalities.

A: That would be my pleasure. Can I help you with you bags? We've got a limo waiting
outside.

B: A limo? I see you're trying to butter me up!

A: I hope you had a pleasant flight over, Mike. I've traveled the trans-Pacific routes
before. and I know how tiring they can be.

B: This one was uneventful, except for a little turbulence here and there. In fact, I feel
as crisp as a new dollar bill.

A: Glad to hear it. Would you like an informal dinner with us tonight? Mr. Lin asked me
to inquire.

- B: It's very nice of him, but truthfully I'd rather just spend a quiet evening in the hotel getting ready for tomorrow's appointment. Mr. Lin won't mind?
- A: Not at all. He expected you'd want a little rest first. Just to confirm — you know that tomorrow's meeting is set for 10 a. m., at our office? I'll pick you up at the hotel at 9:15.
- B: That'll be fine, Liu Yang. Thank you so much.
- A: It's my pleasure. By the way, are there any sights you'd like to see while you're here? I'd be happy to show you around.
- B: Well, I have instructions not to mix pleasure with business on this trip. But could we see International Trade Center, and Zhongguancun Science & Technology Park?
- A: That's no problem. I'll set up appointments for later this week.
- B: Thank you very much.
- A: 对不起, 您是迈克·约翰逊先生吗?
- B: 我是, 代表加拿大北莱福克森公司。您是林先生吧?
- A: 不, 我不是。我是刘阳, ABC 贸易公司的销售经理。林先生要我来接您, 因为他今早突然有事无法抽身。他非常想见您, 要我先代他向您问好。
- B: 原来如此。我非常高兴认识你, 刘阳。叫我迈克就可以了, 我不喜欢拘泥于礼节。
- A: 这是我的荣幸。让我帮您提行李吧! 我们有辆豪华轿车在外面恭候。
- B: 豪华轿车? 我看你们是想讨好我吧!
- A: 迈克, 我希望您来访旅途愉快。我以前也坐过横渡太平洋的航线, 我知道那有多累。
- B: 除了不时有气流不稳之外, 一路都很顺利。说真的, 我觉得自己还是很精神的。
- A: 很高兴听您这么说。您愿意今晚和我们一起吃顿便饭吗? 林先生要我问一声。
- B: 他太客气了! 不过我倒想静静地在饭店休息一晚, 准备明天的会谈。林先生不会介意吧?
- A: 当然不会, 他想到您可能需要稍作休息。跟您确认一下, 您知道明天的会议是早上 10 点在我们办公室举行吧? 我会在 9:15 到饭店接您。
- B: 好的, 刘阳, 谢谢你。
- A: 不客气。对了, 在这段时间, 您是否想去参观一些地方? 我可以带你逛逛。
- B: 嗯, 老板指示我这次不能假借谈公事四处游玩。不过, 我们可以到国贸中心与中关村科技园区吗?
- A: 没问题, 这周晚些时候我会安排时间。
- B: 非常感谢。

Word Service Station

词语加油站

baggage

行李

elevator

电梯, 升降机

flight

飞行, 航班, 逃跑

institute

建立, 制定

pleasant

令人愉快的, 可爱的

turbulence

湍流, 波动

2



Introducing Each Other 互相介绍

Key Sentence Patterns

关键句型

- 1 I don't believe we've met before.
我觉得我们以前没有见过面。
- 2 I think it's the nicest city in the United States.
我认为那是美国最好的地方。
- 3 Then let me introduce you to him right now.
那现在让我把你介绍给他。
- 4 I'm very glad to have this opportunity to visit China.
我很高兴有机会来中国访问。
- 5 I'm responsible for finding new products for the company to sell.
我的职责是为公司找到可以推销的新产品。
- 6 I establish and maintain relationships with our overseas partners.
我的职责是与我们的海外客户建立和保持联系。
- 7 Taiwan is certainly growing more quickly than I had imagined.
台湾真的比我想象中发展得快多了。
- 8 Do you think the trend will continue?
你认为这种趋势还会持续下去吗?

Pop Conversations

热门话题

► Conversation 1

- A: Good evening! I don't believe we've met before. May I introduce myself? My name is Jack.
- B: It's a pleasure to meet you. My name is Lucy.
- A: I'm very happy to meet you. You're from the United States, aren't you?
- B: Yes, I'm from Salt Lake City.
- A: I've been to Salt Lake City a few times. I really like your city.
- B: I'm glad to hear that. I think it's the nicest city in the United States.
- A: 晚上好! 我觉得我们以前没有见过面。我自我介绍一下, 我的名字是杰克。
- B: 很荣幸见到你。我的名字是露西。

- A: 我很高兴遇见你。你是从美国来的, 是吗?
B: 是的, 我从盐湖城来的。
A: 我去过盐湖城几次。我很喜欢那个地方。
B: 我很高兴听你这么说。我认为那是美国最好的地方。

► Conversation 2

- A: Jack, have you met my friend Charles before?
B: No, I don't believe so.
A: OK, then let me introduce you to him right now. Jack, this is my friend Charles.
B: It's nice to meet you, Charles.
C: Nice to meet you too, Jack.
A: Can't we sit down somewhere and talk?
B: Sure, let's sit over there.
A: 杰克, 你在此之前认识我的朋友查尔斯吗?
B: 不, 我想不认识。
A: 好吧, 那现在让我把你介绍给他。杰克, 这是我的朋友查尔斯。
B: 查理斯, 很高兴认识你。
C: 杰克, 我也很高兴认识你。
A: 我们为何不坐下来聊聊呢?
B: 好的, 我们坐在那边吧。

► Conversation 3

- A: Excuse me, but aren't you Mr. Johnson from America?
B: Yes, I'm Paul Johnson from Boston.
A: I'm Wu Li from International Travel Agency, Beijing Branch. May I introduce you to our manager, Mr. Zhang? He has come to meet you. Mr. Zhang, this is Mr. Johnson. And Mr. Johnson, this is Mr. Zhang.
B: How do you do, Mr. Zhang? I'm pleased to meet you.
C: How do you do? I'm very glad to meet you too. Have you ever been to Beijing before?
B: No. This is my first trip here.
C: Welcome to Beijing.
B: Thank you. I'm very glad to have this opportunity to visit China.
A: 对不起, 您是从美国来的约翰逊先生吗?
B: 是的, 我是保罗·约翰逊, 来自波士顿。
A: 我是吴丽, 来自国际旅行社北京分社。我可以把您介绍给我们的经理张先生吗? 他今天特地来接您。张先生, 这是约翰逊先生。约翰逊先生, 这是张先生。
B: 您好! 张先生, 很高兴见到您。
C: 您好! 我也很高兴见到您。您以前来过北京吗?
B: 没有, 这是我第一次来北京。
C: 欢迎您来北京。
B: 谢谢。我很高兴有机会来中国访问。

► Conversation 4

A: OK. My name is Harvey Judd. I'm the Chief Purchasing Officer with Hale and Hearty Foods. I'm responsible for finding new products for the company to sell. Today I'm going to introduce to you my colleagues in the International Department, that is, if I can get anyone to speak to me. Everyone's so flat out... Ah, there's Victoria. Hi, Vicky.

B: Hello Harvey... Goodbye, Harvey.

A: Please Vicky...

B: Harvey, I prefer Victoria, if that's OK.

A: Oh, sure, sorry. If you could just give your name, your title and a description of what you do.

B: Oh, is this for tomorrow?

A: It's for our promotion at the Beverage Fair, yes.

B: OK. My name's Victoria Song. I'm Assistant International PR Manager. I establish and maintain relationships with our overseas partners.

A: Thanks, Vicky.

A: 好了, 我的名字是哈维·贾德。我是哈尔及哈迪食品公司的首席采购员。我的职责是为公司找到可以推销的新产品。今天我要向各位介绍我在公司国际部的几位同事。不过我先要看看是否能够找到人, 现在大家都是忙得不亦乐乎。啊……维多利亚在那儿呢。喂, 维姬。

B: 你好, 哈维……再见, 哈维。

A: 不要这样嘛……维姬。

B: 哈维, 如果方便的话, 我更喜欢您称呼我维多利亚。

A: 好吧, 抱歉。能不能请你说一下你的姓名、职务和你的职责?

B: 噢, 这是为了明天要用的吗?

A: 是呀, 是明天饮料推广销售大会上用的。

B: 好吧。我的名字是维多利亚·宋, 我的职务是国际关系的经理助理。我的职责是与我们的海外客户建立和保持联系。

A: 谢谢你, 维姬。

► Conversation 5

A: Mr. Sun, I'd like you to meet Mr. Jonathan Mitchell, sales manager for Northern Reflections of Canada. Mr. Mitchell, Mr. Steven Sun, general manager of Apex Trading.

B: It's very nice to finally meet you, Mr. Mitchell, after so many phone calls and faxes. I'd like you to have my business card.

C: Thank you very much, Mr. Sun. Please accept mine. And please, call me Jonathan.

A: If you don't mind, Jonathan, while you and Mr. Sun get acquainted, I'd like to check the arrangements for the meeting.

C: You're certainly on top of things, Helen.

B: (*Looking at Helen.*) You'll find Ms. Helen Tayler is a force to be reckoned with at Apex Trading.

A: Thanks for the vote of confidence, Mr. Sun. I'll be right back. (*Leaves room.*)

- C: She appears to be a top-notch young person, Mr. Sun. Talent and enthusiasm like that are hard to find.
- B: Don't I know it. She's doing a great job for us. And please, call me Steven.
- C: Steven, can you tell me in a nutshell what the retail market is like in Taiwan?
- B: Well, as per capita income goes up and up, the growth sector seems to be in the top-end.
- C: Retail is going upscale here? Taiwan is certainly growing more quickly than I had imagined.
- B: Yes. Things certainly have changed since I was a boy. We've developed very quickly.
- C: Do you think the trend will continue?
- B: I don't see why not. We do have some problems, but we are still willing to work hard and wages aren't too high at this point.
- C: Everything I've seen so far is very impressive. Very impressive indeed.
- A: 孙先生, 让我为你介绍加拿大 Northern Reflections 的销售经理乔纳森。米歇尔先生, 这是史蒂文·孙先生, Apex 贸易公司的总经理。
- B: 我非常高兴, 在经过多次电话、传真往返之后, 终于见到您了, 米歇尔先生。请收下我的名片。
- C: 十分感谢您, 孙先生。也请收下我的名片, 请叫我乔纳森就行了。
- A: 如果你不介意, 乔纳森, 你和孙先生先聊着。我失陪一会儿, 看看会议安排得如何。
- C: 海伦, 一切当然在你掌握之中!
- B: (看着海伦。) 您会发现海伦·泰勒女士是 Apex 贸易公司的一员大将。
- A: 孙先生, 谢谢你的信任票。我马上回来。(走出房间。)
- C: 孙先生, 她看起来是个有为的青年。现在很难找到像她这样有才干、有热忱的人。
- B: 我完全同意, 她在公司表现不凡。请叫我史蒂文就行了。
- C: 史蒂文, 你可以简单地告诉我台湾零售市场的现状吗?
- B: 嗯, 由于人均收入不断地增高, 市场的发展领域似乎偏向于高价位商品。
- C: 这里的零售业还在不断增长? 台湾真的比我想象中发展得快多了。
- B: 没错, 现在的台湾和我小时候完全不一样了。这里发展得非常快速。
- C: 你想这种趋势还会维持下去吗?
- B: 我不觉得有什么不行! 虽然是有一些问题, 但我们仍愿意勤奋工作, 而且现阶段工资仍不算太高。
- C: 到目前为止, 我所看到的一切都令我印象深刻, 真的十分深刻。

Word Service Station

词语加油站

eminent family	名门	nickname	绰号
familiar	熟悉的	pen name	笔名
family friend	世交	privilege	荣幸
first name / given name	名	socially prominent person	社会名流
full name	全名	surname	姓
name card	名片		