



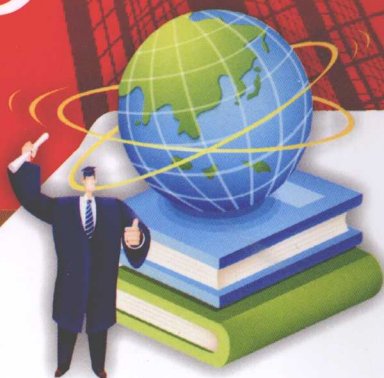
· 商务英语高频话题 ·

商务英语 口语

高频话题

HIGH-FREQUENCY
TOPICS
OF COMMERCIAL
SPOKEN ENGLISH

■ 浩瀚等 编著



中国水利水电出版社
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内 容 提 要

本书所选取的素材以“取自生活，源自生活”为基本原则，涉及的话题大体涵盖商务活动的方方面面。采取“先听为主、多变表达、情景会话、熟背生巧”的方式，帮助读者正确、有效、轻松地掌握商务活动交流的表达技巧。

本书适用于从事商务活动的广大英语爱好者。

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前言

随着我国加入 WTO 和全球经济一体化的迅猛发展,我国与外界的接触与合作日益频繁,学习商务英语知识尤其是商务英语口语已经成为一项必备的技能。对于国际商务人员来说,不仅商务活动能力要强,而且需要能够熟练地运用英语。

结合以上两种原因,本书以提高商务人员英语口语能力为目的而编写。主要内容包括了商务工作的方方面面。全书共分为 18 章,各章在编写中特别设计以下四大部分:

[1] 先听为主:在口语训练中,听是说的基础,说是听的目的,听力训练使读者在开口说之前,对对话中的关键字词及基本句型有了先入为主的感觉。

[2] 多变表达:以标题例句和基本句型为模板,使句子表达多样化,从而帮助读者学会用更丰富的语言来表达思想,有助于提高英语会话的水平。

[3] 情景会话:围绕话题提供不同的场景会话,让读者领略不同语境中的各种表达方式,并学以致用,灵活运用。

[4] 熟背生巧:只有通过反复操练,并亲身实践,才能熟能生巧。为此提供的时尚短篇,可以使读者在检测自己口语熟练程度的同时,巩固提高自己开口说英语的能力。

愿本书犹如新生的绿叶、含苞待放的花朵,给您的英语学习带来春天般的希望!

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Chapter

1

Business Intercourse

商务交际



• 先听为主 • ➤



A: Hi! How are you going?

B: Fine, thank you. How are you doing this morning?

A: Not bad. Haven't seen you for a long time.

B: I've been to Canada. I got back only yesterday.

A: Did you enjoy yourself?

B: Very much. Canada is such a nice place. Shall I show you some photos?

A: Thanks, I'd like to have a look. How nice! Oh, I'm afraid I must be going now. Have a good day.

B: You too. I hope to see you soon. Good-bye.

A: Bye.



A: Good morning, Miss Nancy. I haven't seen you for a long time. How is your mother recently?

B: Good morning, Mr. Black. She's getting much better now.

A: Please convey my very best wishes to her.

B: Thank you. What about you? Have you found a new job?

A: Yes, I've been an English teacher at a middle school.

B: I wish you every success with your new career.

A: Thank you very much.



多变表达



问候某人

Greeting Somebody

① 你好吗? **How is/are...**

- How are things going with you?
- How's everything?
- How are things with you?
- How are you?
- How's it going?

② 我很…… **I'm very...**

- I'm very pleased to meet you!
- I'm very glad to see you!
- I'm very happy to meet you today!

③ 近来怎么样? **What/How...**

- How are things going?
- How are you keeping?
- What's going on?
- How's life?
- What's new?

④ 真想不到在这儿见到你!...

meet(see) you here!

- Fancy seeing you here!
- What a pleasant surprise!
- I can't imagine meeting you here!

⑤ …… 愉快。 **Have a good/nice...**

- Have a good day.
- Have a nice holiday.

- Have a nice weekend.

⑥ 很高兴…… **I'm glad/pleased/honored to...**

- I'm glad to see you.
- I'm pleased to meet you.
- I'm honored to help you.

⑦ …… 最近怎么样? **How have (has)... been?**

- How have you been?
- How has she been?
- How have your parents been?
- How has Jim been?

⑧ 请代我向你的经理问好。

Please say hello to your manager.

- Please remember me to your manager.
- Please give my best wishes to your manager.

⑨ 他感觉好多了。 **He is better.**

- He is feeling better now.

⑩ 我很好。 **I'm very well.**

- I'm doing great.
- Quite well.
- Pretty good.

⑪ 没什么特别的。Nothing much.

- Nothing special.
- Nothing much to tell you.

⑫ 一切还好吧? How's everything?

- How's everything going?
- How's everything going for you?
- How's it going?
- How are the things?

⑬ 和平常一样。Oh, same as usual.

- Nothing new.

- Another day, another dollar.

⑭ 久仰,久仰。I've heard so much about you.

- I've often heard about you.
- The others have often talked about you.

⑮ 碰见你真有运气! What luck running into you!

- How lucky coming across you!
- What lucky running into you!



道别

Seeing Off

① 我必须告辞了。I have to/ must...

- I have to go.
- I'd better go.
- I really have to rush away.
- I must go now.
- I must be off now.

② 您不能再多待一会儿吗?

... stay a bit/little longer?

- Can't you stay a little longer?
- Why don't you stay any longer?
- Can't you stay a bit while?

③ 记着来看我。Remember to...

- Remember to look me up.
- Remember to come to see me.
- Remember to visit me.

- Come and see me when you have time.

④ 常联系。Keep in touch.

- Let's keep in touch with each other.
- Don't forget to keep in touch.

⑤ 谢谢你能来。Thank you for coming.

- Thanks for your visit.
- How nice of you to come.

⑥ 和你谈话真高兴。Nice talking to you.

- It's been interesting talking to you.

⑦ 什么时候走? When are you off?

- What time are you going?
- What time are you leaving?



介绍认识

Introduction

① 您好！我是…… Hi! I'm...

- Hi! I'm Jim Green.
- Hello. Good evening. Carter here.
- How do you do? My name's Tom Johnson.
- Hello. This is Wang Lei.

② 请允许我自我介绍：我叫……

Allow me to/May I/ Please let me introduce myself...

- Allow me to introduce myself: I'm Da Ming.
- May I introduce myself? Jim Green.
- Please let me introduce myself: I'm Mary Smith, the manager of this company.

③ 这位是…… This is/Here's...

- This is my sister, Linda.
- Here's Nancy, my best friend.

④ 让我介绍一下…… Let me/May I introduce...

- May I introduce Mr. Green, our new Manager?
- Let me introduce our new friend, Miss Black.

⑤ 你认识……吗？ Do you know...

- Do you know Mr. Baker?
- Do you know that manager?

• Do you know each other?

⑥ 我希望你见见…… I'd like/want you to meet...

- I'd like you to meet my boss.
- I want you to meet my manager.

⑦ 很高兴见到你。... to meet you.

- Glad to meet you.
- Nice meeting you.
- I'm pleased to see you.
- It's a pleasure to meet you.

⑧ 丽丽，这是我的朋友南希。 Lily, this is Nancy, my friend.

- Lily, let me introduce my friend, Nancy.
- Lily, I would like to introduce my friend Nancy.
- Lily, I want you to meet Nancy, a friend of mine.
- Lily, I want to present you to my friend, Nancy.

⑨ 请问，您贵姓？ May I have your name, please?

- What's your name, please?
- May I ask who you are?
- Who are you?
- What's your last name, please?
- What's your family name?



⑩我很荣幸能认识他。It's really an honor for me to meet him.

- It's really a pleasure to meet him.

⑪我们见过面吗？Did we meet before?

- Did we meet somewhere?
- You look familiar.



提出请求

Requests

①请帮个忙好吗？May I / Could you...?

- May I ask a favor of you?
- Would you do me a favor?
- Could you do me a favor?
- Can you give me a hand?

②你能告诉我……吗？Could you tell me...?

- Could you tell me where Mr. Li is?
- Would you tell me your telephone number?
- Would you help me take the desk away?

③我可以……？May I...?

- May I have a word with you?
- May I borrow your pen?

④……你介意吗？Do you mind...?

- Do you mind opening the door for me?
- Do you mind taking the bottle for me?

⑤当然可以。我很乐意。Sure.

⑬你来自哪里？Where are you from?

- Where's your hometown?

⑭这是我们第一次见面。This is the first time we have met.

- We've never met before.

- By all means.

- Yes, of course.

- I'd love to.

- With pleasure.

- I'd be glad to.

- No problem.

⑮对不起。（恐怕不行）Sorry, can't be done.

- Sorry, nothing doing.

- I'm afraid I can't.

- I'm afraid I can't help you.

⑯请照料一下这些。Please do these.

- Please take care of these.

- Would you please do these for me?

⑰可以借你的自行车吗？

May I borrow your bike?

- Could you spare me a bike?

- Could you lend me your bike?

- Do you mind if I use your bike?