

# 日常实用商务英语手册

余建中 总主编

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## 序

余建中、朱晓云两位老师在繁忙的教学之余,共同主编了这本《日常实用商务英语手册》。那天,余建中老师把校样给我,希望我为这本书写个序,我没有立即答应,但同意先看看。

之所以要先看看,是因为我对一些英语速成教材比较感冒。近年来,各类英语学习书汗牛充栋,有些教材,鼓吹能使学习者在几个月、几个星期甚至几天内就掌握英语。我怕这本《日常实用商务英语手册》也步这类教材之后尘,为了推销的需要,过高地抬高一本书的作用。因为,以我学习英语二十多年的体会,像英语这样具有上千年发展历史的语言,要想很好地掌握或熟练地运用,短时间的突击是不可能有多大成效的。从交际的角度讲,人们可以把语言看作是桥梁或者工具,但从语言学习的角度来说,要想掌握一门语言,尤其是外语,绝不像做饭或者学会使用工具那么简单。语言的学习是一个日积月累的过程。不要说一门语言,就连英语中的一些词语,要想真正掌握,也非一日之功。坦率地说,我自己在翻译过程中,担心的不是那些陌生的词语,而是那些自以为是熟悉的词语。因为,弄得不好,就会因这样的“false friend”而犯下错误。比如我最近在翻译《亚当·比德》时就碰到这样一句话:“Every generation in the village was there, from old father Taft in his brown worsted nightcap...”该句

中的“worst”应该是英语中再普通不过的词语了。因为该小说的口语描述很多,我第一感觉就认为它是“bad”的最高级形式“worst”的口语形式,而且根据塔夫特老爸的生活状况,翻译为“破旧的睡帽”也说得过去,但为了谨慎起见,我还是翻查了词典,结果发现“worsted”可以做名词也可以做形容词,意指“精纺毛纱,精纺的”。由此可见,词本无义,义随文生。要想掌握一门外语,非得自己用心一点一滴地去积累不可。当然,一个人的时间、生命都是有限的。一个好的学习者应该善于吸取他人的经验和成果,善于站在他人的肩膀上超越自己,总结自己学习中的得失,不断地调整学习方法,从而循序渐进地学好英语。

细细地读完这本《日常实用商务英语手册》,发现它不失为从事商务工作的英语学习者提高商务英语的一个肩膀。起码对于我这样一个缺乏商务知识的人来说,读完这本书,在商务英语,特别是商务英语口语表达方面,受益匪浅。总体来说,我认为该书有以下两个方面的特色值得读者朋友们关注。

首先是主旨明确。本书紧扣了主编的指导思想:“实用为主,够用为度”、“口语为主,精简引导”、“学一句是一句”。全书虽然篇幅不长,但显然都是主编者和编写者在商务英语教学实践和研究中碰撞产生的火花。无论是222句会话,还是实用信函,都紧扣了日常英语会话和商业实务的主旨,使读者在使用本书过程中能真正达到“学一句是一句”、学一点就能掌握一点的学习目标。

其次是实用性很强。书中日常会话的句子基本上都是日常会话中常用的句子。同时,几个附录也很实用。商务实用信函包括了“letters”、“faxes”、“emails”、“memos”、“short reports”等

五个常用的方面,且对每种信函的体例、语言特点做了简单的分析,有的还提供范文,使学习者能够轻松习得。其他的如超酷英语 100 句、流行语词及词汇量测定这些项目也很有特点,不仅收录了许多在日常会话中非常实用但可能在平常学习中又不太注意的习惯表达,比如“动迁户”(households to be relocated)、“答谢宴会”(return banquet)、“城市景观”(townscape)、“豆腐渣工程”(jerry-built project)等,而且词汇量的测定不仅是对自己词汇的测定,同时也是一个进一步学习巩固的过程,可谓一举多得。

本书的定位,显然是为那些有一定英语基础但又缺乏商务英语知识的学习者所备。但是,从书的内容来说,我也愿意向从事英语教学的老师们推荐,因为,作为教学参考书,本书也有许多东西是值得大家学习借鉴的。

愿本书为英语学习者带来实用的快乐,也希望大家在使用的过程中提出宝贵的意见。我同时也希望,本书的编著者继续积累素材,使本书内容在将来有机会再版时更为丰富多彩。

傅敬民

2008 年 2 月 10 日

上海商学院外语学院

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## 一、常用商务用语

1. Good morning. Nice to meet you here!  
早上好! 很高兴在这儿见到你!
2. How are you? — Fine, thanks. How are you going?  
你好吗? — 很好, 谢谢。你怎么样?
3. How was your weekend? — Not bad.  
周末过得好吗? — 还好。
4. This is Mr. Zhang.  
这位是张先生。  
— It's a pleasure to meet you, Mr. Zhang.  
张先生, 见到你很高兴。
5. Mr. Smith, I'd like you to meet Mr. Wang.  
史密斯先生, 我给你介绍一下王先生。  
— It's so nice to meet you, Mr. Wang.  
很高兴认识你, 王先生。
6. May I introduce myself? I'm glad to know you. I'm Wu Li.  
请允许我介绍自己。我叫吴丽。  
— Miss Wu? I'm glad to know you, I'm Li Ming.  
吴小姐吗? 很高兴认识你。我是李明。
7. Well, I've got to go. See you later.  
好了, 我得走了。再见了。
8. Have a nice weekend.  
祝你周末愉快。
9. Well, it's getting late. I've got to go.



好了,明间不早了,我得走了。

10. Well, I've taken up too much of your time already. I'd better go.

好了,我占用了你不少的时间,我最好还是走吧。

11. Thank you for your help.

谢谢你的帮忙。

12. I appreciate everything you've done for us.

我很感激你为我们做的一切。

13. I was most grateful to John for bringing the books/for his kindness.

我很感激约翰把书带来了/他的好意。

14. It's very kind of you to do it.

很感谢你做那件事。

15. We congratulated him on having passed the examinations.

我们恭喜他通过了考试。

16. Convey my congratulations to him.

(请)代我向他祝贺。

17. I'd like to congratulate you on your promotion.

祝贺你的晋升。

18. Please accept my sincere congratulations.

请接受我诚挚的祝贺。

19. I'd like to invite you to go for a walk.

我想邀请你去散步。

20. Would you be interested in this new play?

你对这个新剧本感兴趣吗?

21. Can/Will you come to the party and meet some interesting people?

你可以/愿意来参加聚会认识一些有趣的人吗?

22. What / How about going to a night club?

去夜总会怎么样?

23. I am so sorry.

真是抱歉。

24. I beg your pardon.

请原谅我。

25. Sorry for breaking your pen.

对不起,我把你的钢笔弄坏了。

26. I must apologize for my coming late.

我要为自己的迟到道歉。

27. I'd like to make a flight reservation to New Zealand for April 19th.

我想预订一张4月19日去新西兰的机票。

28. There aren't any direct flight. You'll have to change in Shanghai.

没有直达航班,你要在上海换机。

29. Do you want to fly first or economy class?

你要头等舱还是经济舱?

30. How much will the round-trip tickets cost? Are there any non-stops to Shenzhen?

往返票要多少钱?有直达深圳的航班吗?

31. The fare is \$ 500.

票价是500美元。

32. I'd like to reconfirm my flight. It's flight number 815 leaving Xi'an at 9:15 in the morning on October 16th.

我想再次确认一下我的航班。班机号是815,10月16日早

晨 9:15 从西安起飞。

33. There are three flights a day from Beijing to Xi'an.

从北京到西安每天有 3 趟航班。

34. The flight takes five and a half hours.

航程需要五个半小时。

35. I heard there will be a half-hour delay.

我听说飞机将晚点半小时。

36. Anything to declare?

有要报关的东西吗?

37. Am I through?

检查完了吗?

38. I'd like to know some information about the trains to Xia'men.

我想了解一下去厦门的火车情况。

39. That train departed from the city at 9 a. m.

那辆火车于上午 9:00 离开这座城市。

40. Where can I get a No. 20 bus to the square?

我到哪儿去乘开往广场的 20 路汽车?

41. I'm afraid this bus doesn't go directly to the department store.

You have to change at Heping Road for the No. 6.

这辆车恐怕不去那个百货商场,您要在和平路下车,换乘 6 路汽车。

42. How often does this bus run at this time of day?

现在这个时候,隔多长时间有一班车?

— It runs every ten minutes.

每 10 分钟一趟。

43. Let's get a taxi. Just stop a taxi on the street.

我们叫辆出租吧,就在街上拦一辆。

44. Keep the change.

不用找钱了。

45. That dime store is right near here. Walk two blocks west, take a left turn at 16th, then walk about half a block. It's right in the middle of the block.

一角钱商店就在这儿附近,朝西走过两条横马路,在第16条街向左转,然后再走半条马路。商店就在马路中间。

46. I'm making plans for our next holiday.

我正在制订我们下一次的休假计划。

47. I hope we'll have a chance to see some of the American countryside.

我希望有机会我们去看一看美国的农村。

48. Mr. Li has already made arrangements for you.

李先生已经为你们安排好了。

49. The Lake District is famous for its countryside.

湖区以它的乡村景色而出名。

50. There's enough comfortable accommodation for tourists.

那里有足够舒适的房间接待游客。

51. You should visit Holland while you are in Europe.

你们去欧洲时应该去荷兰游览一下。

52. Anyone who's visiting Shanghai ought to go and see the Bund.

游玩上海的人都应该去外滩看一看。

53. Where did you say you were taking me to?

你说要把我带到哪里去啊?

54. To a place in that old town. It's supposed to be very good,

and I wanted to show Xiao Li a typical country inn.

去那个老城镇的一个地方,那应该很不错,而且我想给小李看一看典型的乡村客栈。

55. I haven't lost my interest in new things yet, you know.

你知道,我对新鲜事物的兴趣丝毫未减。

56. Excuse me. Do you sell small electric fans?

劳驾,您这儿卖小电扇吗?

57. Where can I find soaps?

哪儿能买到香皂?

58. Where are the children's dresses located?

儿童服装在哪儿卖?

59. Could you recommend a gift for my girl friend?

你可以推荐一件给我女朋友的礼品吗?

60. Can you tell me what size gloves I need to buy?

你可以告诉我,我需要买多大号的手套吗?

61. I think a medium would fit you.

我认为中号适合你。

62. Excuse me. I need to buy some cans.

劳驾,我要买些罐头。

63. It's a manufacturer's promotion.

这是厂家的促销产品。

64. I'd like two pounds of apples.

我想要两磅苹果。

65. How much did you want to spend?

你打算花多少钱?

66. How much is this sweater? I'll take it.

这件羊毛衫多少钱?我要了。

67. I got this hat on sale; it was very cheap.  
我在大减价时买的这顶帽子,价格很便宜。
68. I think I prefer the one you showed me a moment ago.  
我比较喜欢你刚才给我看的那一个。
69. Can you give me a better price?  
可不可以便宜些?
70. I'll let you have it for two dollars in cash. OK?  
现金两美元卖给你,可以了吧?
71. We sell at fixed prices.  
我们卖东西按定价,不讨价还价。
72. The price is given on the tag.  
价格标在标签上。
73. It's well worth the money.  
很划算。
74. Try it for size.  
试试大小。
75. Can I try this pair of trousers?  
我可以试试这条裤子吗?
76. Can I return or exchange my purchase if I find it defective?  
如果我发现商品是次品,是否可以退或换?
77. I'm glad to have the opportunity of visiting your corporation.  
I hope we can do business together.  
很高兴有机会拜访贵公司。希望能与贵公司成交。
78. It's a great pleasure to meet you, Mr. Smith. What are you in particular interested in?  
史密斯先生,很高兴有机会与你见面。请谈谈你对哪些产品特别感兴趣?

79. I'm interested in your cambric. Could you give me some idea about your prices?

我对你们的麻纱感兴趣。请介绍一下你方的价格好吗?

80. Your prices are much too high. It's almost 20% higher than last year's.

你们的价格太高了。几乎比去年高出 20%。

81. The prices we offer compares favorably with quotations you can get elsewhere.

我方所报的价格与你从别处获得的价格相比,是较为便宜的。

82. This is our rock-bottom price. We can't make any further concessions.

这是我方的最低价格,不可能再让了。

83. How about meeting each other half way and making a further concession so that business can be concluded?

能不能互相做出让步,各方都再让一半,生意就能成交了?

84. Could you give us an idea of the price you regard as workable?

你认为什么价格可以做?

85. Will it be possible for you to ship the goods by the end of June?

你们能在 6 月底前交货吗?

86. Shall we now discuss the packing? Will you use wooden cases?

我们来谈谈包装好吗?你们是用木箱吗?

87. We will lodge a claim for inferior quality.

我们要对低劣质量进行索赔。

88. We shall give it our immediate attention.

我们可以立即着手办。

89. We couldn't afford to take any charges.

我们担不起风险。

90. From suppliers we usually get a 3% discount, and sometimes 5%.

我们从供销商那里经常得到3%的折扣,有时是5%。

91. We always make offers as low as possible so as to conclude more business.

我们报价总是尽可能低,以便薄利多销。

92. The market is declining. There's no demand for your product at present.

目前市场低迷,对你们产品尚无需求。

93. Let's get something to eat. I'm really hungry.

买些东西吃吧,我真饿了。

94. There is a coffee shop near here. It's really cheap.

附近有个咖啡店,价格很便宜。

95. This is a good restaurant that serves real American dinner.

这是一家不错的餐馆,它供应正宗的美国餐。

96. Lunch is now served.

现在供应午饭了。

97. May I take your order now?

现在点菜吗?

98. What do you want? Something to eat?

您想要什么? 吃点东西好吗?

99. How do you drink your coffee, black or white?

您的咖啡加不加牛奶?



100. Do you like your tea weak or strong?  
您要淡茶还是浓茶?
101. Strong drinks go to my head. I'll just try a drop.  
我一喝烈酒就上头。我就只喝一口吧。
102. Bottoms up. / Cheers!  
干杯。
103. How do you find the dish?  
你觉得这个菜怎么样?
104. What delicious food you've cooked!  
您做得这个菜真可口!
105. Have some more, please.  
请再吃一点。
106. You have a good (poor) appetite.  
您胃口不错(不好)。
107. I have no appetite for this dish. It doesn't agree with me.  
我不想吃这菜,它不合我的胃口。
108. I'm full.  
我吃饱了。
109. The check, please.  
请拿账单来。/买单。
110. What's wrong?  
哪里不舒服?
111. I've got a headache and feel dizzy.  
我头疼,而且头晕。
112. Are there any other symptoms?  
有其他症状吗?
113. I think I have a fever.