

· 上 外 — 朗 文 商 务 英 语 会 话 系 列 ·

Business Meetings

会议英语技巧



Linda Pelham

Ruth Phillips



上海外语教育出版社



上海外语音像出版社



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BUSINESS MEETINGS

会议英语技巧

简体字版

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UNIT 1

Before the meeting

会 晤 前



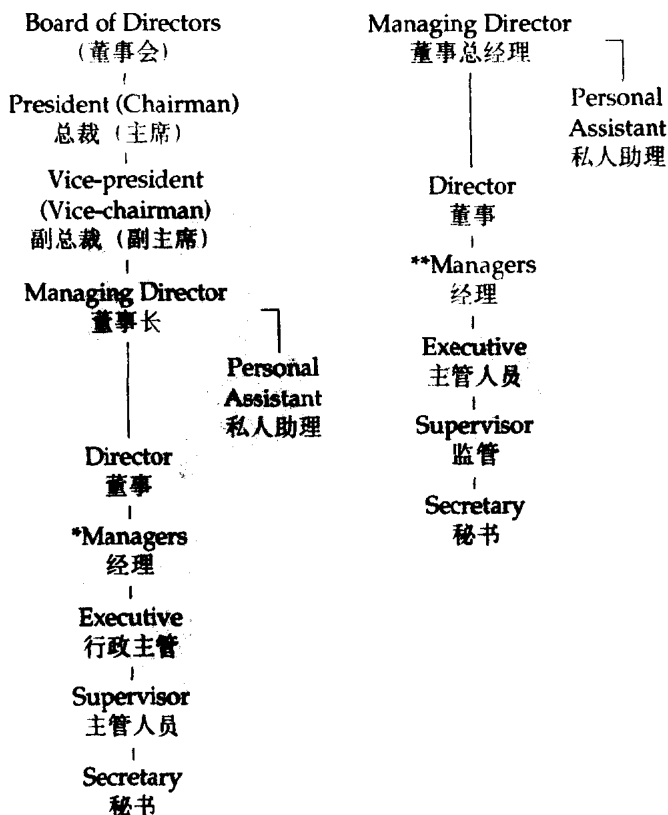


VOCABULARY (词汇)

DIFFERENT TITLES (职称)

A BIG COMPANY (大公司)

A SMALL COMPANY (小公司)



注：* For big companies, managers include (大公司的 managers 包括以下部门的主管) : accounts 会计, administration 行政, finance 财政, marketing 市场业务, personnel 人事, production 生产制作, promotions 宣传推销, sales 营业

** For small companies, managers include (小公司的 managers 包括以下部门的主管人员) : accounts 会计, finance 财政, marketing 市场业务, production 生产制作, sales 营业

PEOPLE AT WORK (人际关系)

- | | | |
|---|-----------|-----------|
| 1 | boss | 老板, 上司 |
| 2 | colleague | 同事 |
| 3 | employee | 雇员 |
| 4 | employer | 雇主 |
| 5 | partner | 合伙人, 合伙董事 |



EXERCISE 1

Listen to the tape and underline the stressed syllables you hear. (根据所听录音在以下单词的重读音节下划线。)

- 1 personal assistant
- 2 president
- 3 finance manager
- 4 executive
- 5 colleague
- 6 administration
- 7 marketing
- 8 production
- 9 employee
- 10 secretary



EXERCISE 2

Circle the correct word to complete each sentence you hear on the tape. (用画圈的方式选择正确的单词或词组完成你所听到的各句。)

- 1 secretary/managing director
- 2 sales executive/personal assistant
- 3 directors/managers
- 4 personnel manager/vice-chairman
- 5 production manager/finance manager
- 6 personal assistant/president
- 7 chairman/colleague
- 8 secretary/employer



USEFUL PHRASES (常用词语)

MEETING NEW PEOPLE (初次见面问候语)

- 1 **How do you do? I'm Sarah Wang.**

你好，我叫王莎拉。

- 2 **Nice/Pleased to meet you.**

很高兴认识你。

EXCHANGING BUSINESS CARDS (交换名片)

- 3 **Let me give you my card.**

这是我的名片。

INTRODUCING OTHERS (介绍他人)

- 4 **This is our chairman, Mr Chen.**

这是我们的主席陈先生。

- 5 **Do you know our sales manager, Mr Lin?**

你认识我们的营业经理林先生吗？

ASKING ABOUT NATIONALITIES (询问国籍)

- 6 **Where are you from?**

请问你是从哪里来的？

WELCOMING (表示欢迎)

- 7 **Welcome to our company.**

欢迎到本公司来。(欢迎光临。)

How do you do? I'm Jack Saunders.

你好，我是杰克·桑德斯。

Nice/Pleased to meet you, too.

幸会，幸会。

Thank you.

谢谢。

Nice to meet you.

很高兴见到你。

Yes, I do. We met last year.

Sorry, I don't.

认识，我们去年见过面。

遗憾，我不认识。

I'm from Singapore.

我是从新加坡来的。

Thank you.

谢谢。

GREETING PEOPLE YOU KNOW (对熟人的问候语)

8 Hello, Mr Saunders.

你好，桑德斯先生。

9 How are you?

你好吗？

How is your wife/husband/family?

你太太／先生／家人好吗？

ASKING ABOUT LIFE/WORK/BUSINESS (询问生活／工作／生意)

10 How's business/life/work?

生意／生活／工作怎样？

GENERAL QUESTIONS (一般问题)

11 When did you arrive?

你是什么时候到的？

12 Did you have a good trip/flight?

一路上顺利吗？

13 Where are you staying?

你住在哪儿？

14 How long are you staying?

你准备住多久？

Good morning/Good afternoon/Good evening, Mr/Miss/Mrs Huang. Nice to see you again.

早上好/ 下午好/ 晚上好。黄先生/ 黄小姐/ 黄太太。很高兴又见到你。

Very well, thank you. And you?

很好，谢谢。你好吗？

Very good/Quite good. How about you?

很好/ 不错。你呢？

Yesterday.

昨天。

Yes, thank you. It was excellent/fine/very good.

很顺利，谢谢你。

At the Hilton/the Yangtze Hotel.

在希尔顿酒店/ 在扬子江大酒家。

For two weeks (a fortnight)/three days.

两个星期/ 3 天。



EXERCISE 3

Match the answers below with the questions you hear on the tape. Write the correct letter in the box: (将 you 从录音中听到的问题与以下回答一一对应。将问题前的字母写在相应的圈内：)

- | | |
|------------------------------|-----------------------|
| 1 Yes, I do. | <input type="radio"/> |
| 2 I'm from Hong Kong. | <input type="radio"/> |
| 3 Quite good. How about you? | <input type="radio"/> |
| 4 At the Grand Hyatt. | <input type="radio"/> |
| 5 For two months. | <input type="radio"/> |



EXERCISE 4

Now answer the following questions: (请回答下列问题：)

- | | |
|--|-------|
| 1 How do you do? I'm Nancy Li. | <hr/> |
| 2 Do you know our production manager, Miss Zhou? | <hr/> |
| 3 How are you? | <hr/> |
| 4 When did you arrive? | <hr/> |
| 5 How's business? | <hr/> |



CONVERSATIONS (会话)

GREETINGS 问候语

MEETING NEW PEOPLE (初次见面问候语)

- 1 **How do you do, Mr Daniels? I'm Jack Saunders, the director of finance. Let me give you my card.**

How do you do? Nice to meet you.

你好，丹尼尔斯太太。我叫杰克·桑德斯。是财务董事。这是我的名片。

你好，很高兴认识你。

This is our marketing manager, Mrs Li. She's from Singapore.

How do you do, Mrs Li?

这是我们的市场业务经理，李太太。她是从新加坡来的。

李太太你好。

How do you do? Welcome to China.

Thank you.

你好，欢迎到中国来。

谢谢。

INTRODUCING OTHERS (介绍他人)

- 2 **Do you know Sally Zhou, our production manager?**

Yes, I do. We met in London.

你认识我们的制作经理周莎莉吗？

认识，我们在伦敦见过面。

Hello, Mrs Daniels. Nice to see you again.

Hello, Sally. How are you?

你好，丹尼尔斯太太。很高兴再见到你。

喂，莎莉，你好吗？

Very well, thank you. And you?

Fine, thanks.

很好，谢谢。你呢？

很好，谢谢。

GREETING PEOPLE YOU KNOW (对熟人的问候语)

3 Hello, Mr Saunders.

Good afternoon, Mrs Huang. Nice to see you again.

你好，桑德斯先生。

午安，黄太太。很高兴再见到你。

How is your wife?

Very well, thank you.

你太太好吗？

很好，谢谢。

When did you arrive?

Three days ago.

你是什么时候到的？

3 天之前。

SOCIALISING (社交用语)

4 Is this your first time in China?

No, it's my second. I was here last year on a business trip.

这是你第一次到中国吗。

不，是第二次了。我去年因公事来过一次。

Did you have a good flight?

Yes, thank you. It was very short but quite pleasant.

飞机上过得愉快吗？

很好，谢谢。飞行时间很短，但相当愉快。

When did you arrive?

On Tuesday. I haven't stopped since I got here!

你是什么时候到的？

星期二。从抵达到现在我忙得一直没停过。

Where are you staying?

At the Hilton. It's very comfortable and convenient.

你住在哪儿？

在希尔顿酒店。那里很舒服、也很方便。

5 How's your family, Mrs Daniels?

They're fine. My son is at university now and my daughter is working.

你的家人好吗，丹尼尔斯太太？

很好。我儿子在上大学，女儿已经工作了。

How long are you staying this time?

For ten days altogether.

这次你打算住多久？

一共 10 天。

BUSINESS ETIQUETTE (商务礼仪)

- 在交换名片时，如果对方是讲英语的，应将名片的英语面呈上。
- 在说 How do you do? 时，必须主动与人握手。
- 每当遇到你所熟悉的商界人士时，应与他们握手。
- 别人向你提问时，你必须答复，而且，为了继续对话，在答复后既可提供更多有关的信息，也可提出另一个问题。

COMMON ERRORS (常见错误)

- 对 How do you do? 的回答总是 How do you do? 决不是, I'm very well, thank you.
 - x How do you do?
I'm very well, thank you.
 - √ How do you do?
How do you do?
- 如果你对问题的回答只是 Yes 或 No 而毫无下文, 讲英语的人会感到你的回答很不友好或很不礼貌。因此, 除了 Yes 或 No 之外, 总应再讲些什么。
 - x Would you like a cup of coffee? No.
 - √ Would you like a cup of coffee? *No, thanks.*
 - √ Would you like a cup of coffee? *No, thanks.*
I've just had one.