



商务英语口语

浩瀚 主编
钟乐平

进阶宝典

BUSINESS ENGLISH STEP BY STEP



热点
词句

实战
对话

高频
背诵
句库

巧问
巧答

商务
礼仪

Step by step, 5步助您轻松秒杀商务英语口语!



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大连理工大学出版社
DALIAN UNIVERSITY OF TECHNOLOGY PRESS

商务英语口语



进阶宝典

BUSINESS



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前 言

Preface

本书专为帮助英语学习者增进听、说、读技巧,同时扩充相关词汇并体验地道英语口语而设计。全书内容充实,涉及商务活动的各个方面,旨在提高学习者在商务环境中英语交际和运用的能力。本书具有流行、地道、鲜活、真切、日常、精干六大特点,通过一个个真实场景下的鲜活对话和实用句型,使读者在领略商务场景的同时,掌握英语最实用、最时尚的表达方法。

在实际使用中,本书突出如下特点:

● **热点词句:**每个单元设置关键词和关键句并紧跟流畅、地道的翻译,可以使学习者简单轻松、循序渐进地掌握词句的用法,为用英语交流与会话打下基础。

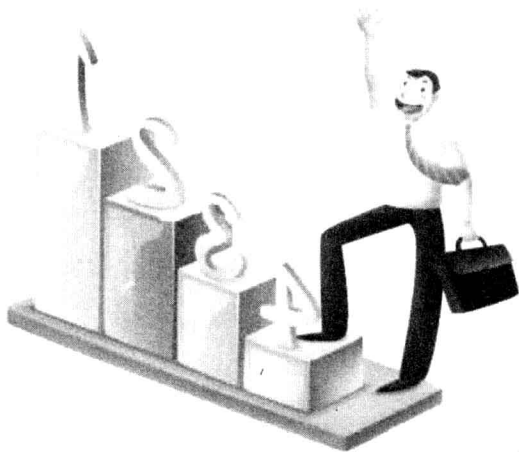
● **实战对话:**对话采取英汉对照并附有热点词语,选材新颖、用词规范、情景逼真、具体贴切、一目了然。使学习者在真实的商务场景中提高英语口语能力,锻炼商务交际能力并能感受中英文表达方式的差异。

● **高频背诵句库:**所选句子与主题保持一定的相关性,举出实用但不是众所周知的表达方法,便于学习者拓展学习,提高口语质量。

● **巧问巧答:**设计一个问句,给出多个回答。由一个问句能学到许多回答方法,可以丰富读者的语言表达能力。

● **商务礼仪:**以实例形式串讲礼仪知识,真实有趣。能使学习者全面了解商务礼仪知识,为实际交流提供帮助。

本书实用性强,能够使读者学以致用、融会贯通,并帮助其更加顺畅自如地表达自己、展示自我,适合初、中级英语水平的读者和广大英语爱好者使用。





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第一部分

商务接待

Business Reception

Unit 1 问候寒暄

Unit 2 相互介绍

Unit 3 邀请客户

Unit 4 休闲待客

Unit 5 公司访问

Unit 6 送别客户





Unit 1

Greetings

问候寒暄



热点词句

Hot Vocabularies

1.jet lag 时差反应

- ▶ I'm suffering from jet lag.
我现在有时差反应。
- ▶ I think I'll recover from the jet lag tomorrow.
我想我明天将会从时差反应中恢复过来。

2.pick up 接

- ▶ Mr. Buddy will be arriving in Shanghai for the first time this morning. I'd like you to pick him up and help him get settled in.
巴迪先生将在今天上午到上海，他是第一次来，我希望你去接他，帮他安顿好。
- ▶ Mr. Watt asked me to come here in his place to pick you up. My name is David.
是瓦特先生要我代表他来接您的，我叫大卫。

3.formal 正式的

- ▶ Make sure your suit is formal nothing too loud, eh?
记得你的西装款式要正式，别太花哨，啊？
- ▶ Could the ladies wear formal dresses?
女士是否需着正装？

4.visit 参观, 拜访

- ▶ Have you visited our company before?
您过去来过我们公司吗？
- ▶ If you have time, please visit our company and have a talk with me in details.
如您有时间请来我们公司参观并详谈。

5.typical 地道的

- ▶ I'd like to take you out for a typical Chinese dinner.
我想带您去吃一顿地道的中国菜。
- ▶ What kind of food is typical?

什么样的食物才算地道呢？

6.at one's disposal 听从某人的安排

- ▶ Pose the safest way is to put ourselves at your disposal.
我想最保险的做法就是听从您的安排。
- ▶ We are at your disposal.
我们听从您的安排。

7.location 位置

- ▶ The location of your factory is very good.
你们厂位置很好。
- ▶ I think the success of your company is mainly subject to your location.
我觉得你们工厂的成功主要是取决于你们的地理位置。

8.change 改变

- ▶ Shanghai has changed so much that I could hardly recognize it.
上海变化真大，我简直认不出了。
- ▶ Shanghai has really changed a lot in the past five years. In order to develop the city, the municipal government has made great efforts to improve the infrastructure, especially the traffic network.

在过去的5年中上海确实发生了很大的变化。为了发展城市，市政府做出很多努力来改善上海的基础设施，尤其是城市的交通网。

9.flight 飞行

- ▶ There was a storm coming up, so the flight was postponed.
那里遇到了暴风雨，所以航班推迟了。
- ▶ I hope you had a pleasant flight over, John.



我希望您来访旅途愉快,约翰。

10.luggage 行李

▶ Let me help you with your luggage.

让我帮您拿行李吧。

▶ Please give me your luggage checks. I'll go and claim the luggage for you.

请把您的行李票给我,我去给您领取行李。

11.on behalf of 代表

▶ On behalf of all of your guests here, I wish to thank you for giving us this banquet.

我谨代表所有在座的宾客,对你们的盛情款待表示感谢。

▶ On behalf of all the members of the delegation, and on my own behalf, please allow me to express my sincere thanks.

我谨代表代表团的全体成员,并以我个人的名义,向你们表示衷心的感谢。

12.opening ceremony 开幕式

▶ It is a joy for me to be allowed the opportunity of extending a hearty welcome to the delegates from various nations on the occasion of our opening ceremony.

我很高兴能有这个机会,在我们的开幕式上诚挚地欢迎来自不同国家的代表。

▶ I am delighted to be allowed the opportunity of extending a warm welcome to the delegates from the various countries on the occasion of our opening ceremony.

能在开幕式上欢迎各国会员出席,我感到非常荣幸。

13.acceptable 可行,可接受

▶ If acceptable, I want to ask if you could join us for lunch at 12:00 p.m. on Friday, 8 March at the American club.

如果可行,我想邀请您参加3月8日星期五12点在美洲俱乐部举行的午餐。

▶ If acceptable, I would like to send someone in my place.

如果可行,我想派人代我出席。

14.reputation 名誉,声望

▶ The firm under inquiry enjoys a high reputation in the business circles for their punctuality in meeting obligations.

被调查的公司在商界享有很高的声望,因为他们能准时地履行其义务。

▶ The company you mentioned is an old-established one who has long enjoyed the highest reputation. We have done business with them for many years and have found them very correct and reliable.

贵方所提到的公司是一家久享盛誉的老公司,我方与之交易数年,发现他们正直而且可靠。

15.sentiment 情感

▶ From the moment I set foot on this soil, I have felt the warmth and friendship you give to me. Thank you for your friendly sentiments.

从我踏上贵国土地开始,我就感受到了你们给予我的温暖和友谊,感谢你们的友好情谊。

▶ There's no room for sentiment in business.

做生意不能感情用事。

16.appreciation 感谢

▶ I would like to express my appreciations for your contribution to our city.

我对你们公司对我市做出的杰出贡献表示感谢。

▶ Please accept this gift in appreciation of all you've done for us.

承蒙鼎力协助,无任感谢。谨备薄礼,敬请笑纳。

17.proposal 提议

▶ Today I am here in order to talk about our big proposal of the solar city.

今天我来是想和您谈谈我们的太阳城的宏大计划。

▶ Various proposals were put forward for increasing sales.

为提高销售额而提出了各种的建议。



实战对话

Sample Conversations

1

机场接机 Meeting at the Airport

A: Excuse me, you must be Mr. Jones from California.

B: Yes, I'm David Jones from California.

A: How do you do? My name is Chen Ming. I'm from the East Import^① & Export^② Corporation^③ of China.

B: How do you do, Mr. Chen?

A: You are welcome to China, Mr. Jones. Our manager^④ has asked me to come and meet you.

B: Thank you, Mr. Chen. I'm very glad to meet you.

A: Glad to meet you, too. Hope you had a good trip.

B: Fine. I had a very pleasant^⑤ flight.

A: I am very glad to hear that. Let's take a short rest in the waiting room, then we will go through^⑥ the formalities^⑦.

B: OK.

A: 请问,你一定是加州来的琼斯先生吧。

B: 是的,我是大卫·琼斯,从加利福尼亚州来的。

A: 你好,琼斯先生,我叫陈明。我是中国东方进出口公司的。

B: 您好,陈先生。

A: 欢迎你到中国来,琼斯先生。我们经理要我来接你。

B: 谢谢您,陈先生。见到您很高兴。

A: 见到你我也很高兴。想必你旅途一定愉快吧!

B: 很好,我一路上一帆风顺。

A: 听你这么说,我感到非常高兴。我们先去候机室休息一会儿再办手续吧。

B: 好吧。

①import

[im'pɔ:t]

v. 进口

②export

['eksɔ:t]

v. 出口

③corporation

[,kɔ:pə'reɪʃən]

n. 法人团体

④manager

['mænidʒə]

n. 经理

⑤pleasant

['plezənt]

adj. 美好的,令人愉快的

⑥go through

办理

⑦formality

[fɔ:'mæliiti]

n. 手续

2

商定日程安排 Discussing the Time Schedule

A: Mr. Jordan, I'd like to discuss the time schedule^① with you if you don't mind.

B: OK, please go ahead.

A: I've drawn up a schedule for the three days of your stay here in Guangzhou. Please have a look. You can make some changes wherever you think it necessary^②.

B: OK. Can you tell me about the arrangement^③ briefly first?

A: With pleasure. You are going to stay in Guangzhou for three days. Nothing is arranged for this afternoon, so you can have a good rest to overcome^④ the jet lag. Our general manager, Mr. Li will see you at 6:30 this evening. Is that convenient for you?

B: Yes, that's OK.

①schedule

['ʃedju:l]

n. 时间表

②necessary

['nesisəri]

adj. 必要的

③arrangement

[ə'reɪndʒmənt]

n. 安排

④overcome

[,əʊvə'kʌm]



A: Good. Next, let's come to the arrangement for tomorrow. Tomorrow morning at 9:00, we'll discuss the **trend**^⑤ of the market and forecast for this year's sales. Tomorrow afternoon, we'd like to take you to the city's Industrial & Hi-tech Development Zone. We are going to visit the Dongfeng Auto Manufacturing Factory. After that, we'll have lunch in Dongting Restaurant there, then come back to the hotel. How do you feel about this arrangement?

B: That's good. What about tomorrow afternoon?

A: No arrangement for tomorrow afternoon. As for tomorrow evening, if you like, you can go on a **cruise**^⑥ on the Pearl River to enjoy the magnificent night views of the city.

B: That's wonderful! I just can't wait for tomorrow. How about the arrangement for the day after tomorrow?

A: The day after tomorrow is Friday. We are to work on a contract on Friday morning. If everything goes well, we'll sign the contract on Friday afternoon. How do you like our schedule?

B: Excellent! This schedule fits me quite nicely. Miss Liu, I admire your **efficiency**^⑦ and **capability**^⑧.

A: 乔丹先生, 如果您不介意, 我想和你谈谈日程安排的事。

B: 行, 请讲。

A: 我起草了一份您在广州逗留3天的日程安排, 请您过目。如果您认为有必要, 可以做些修改。

B: 行, 你能不能先把安排给我简单介绍一下?

A: 非常乐意。您要在广州待三天时间。今天下午没有活动安排, 您可以好好休息, 以消除时差反应。我们的总经理李先生今晚6:30要和您见面。您觉得方便吗?

B: 行, 没问题。

A: 那好。接下来说说明天的安排, 明天上午9:00我们要讨论市场发展趋势和今年的销售预测。明天上午我们将带您到市高新产业开发区参观东风汽车厂, 我们在那里的洞庭餐馆吃午餐, 然后回宾馆。您觉得这个安排如何?

B: 很好。明天下午有什么安排?

A: 明天下午没有活动安排。如果您感兴趣, 明天晚上您可以坐船游珠江, 欣赏广州美丽的夜景。

B: 太棒了! 到明天我可迫不及待了。那后天呢?

A: 后天是星期五, 我们在上午讨论合同, 如果一切进展顺利, 下午就可以签订合同了。您觉得这个安排如何?

B: 棒极了! 安排对我非常合适。刘小姐, 我很钦佩你的办事效率和能力。

v. 克服

⑤ trend

[trend]

n. 趋向

⑥ cruise

[kru:z]

n. 巡游, 巡航

⑦ efficiency

[i'fi:ʃənsi]

n. 效率, 功效

⑧ capability

[keipə'biliti]

n. 能力



高频背诵句库

High Frequent Recite Sentences



►►1. Asking About the Journey 问候旅途情况

- ① How was your flight? Was it comfortable? 你坐的班机怎么样? 还舒服吗?
- ② Did you have a good trip? 旅途愉快吗?
- ③ It was quite good. But it was awfully long. 这趟班机很好,但就是时间太长了。
- ④ We were delayed taking off, and we encountered a lot of bad weather. 我们延误了起飞,并遭遇了很多恶劣天气。
- ⑤ Did you get any sleep on the plane? 你在飞机上睡觉了吗?

►►2. Meeting the Guests 接客见面

- ① You must be Mr. Hank. 你一定是汉克先生吧。
- ② Pardon me. Are you Ralph Meyers from National Fixtures? 对不起,请问你是从国家装置公司来的雷夫·梅耶斯先生吗?
- ③ I'm Donald. We met the last time when you visited Beijing. 我是唐纳德,上次你来北京时我们见过面。
- ④ I'm Edwin. I'll show you to your hotel. 我是爱德温,我带你去旅馆。

►►3. Greetings at the Airport 机场问候语

- ① Welcome to Shanghai. I've been looking forward to seeing you. 欢迎来到上海,我一直期待着与您见面。
- ② You must be very tired after such a long journey. Please have a rest in the hotel. 长途旅行之后您一定很累了。请在酒店里休息一下。
- ③ Is this your first time to Beijing? 这是您第一次到北京来吗?



巧问巧答

Question and Answers

👉 请问你是不是怀特先生?

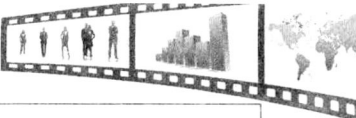
Excuse me, are you Mr. White?

- 👉 Yes, and you must be Mr. Chen. 是的,您一定是陈先生吧。
- 👉 Yes, and I guess you're Mr. Ross. 是的,我猜你就是罗斯先生吧?
- 👉 No, I don't think I do. Pleased to meet you. 不,我想我不认识。很高兴见到您。
- 👉 No, I don't think so. Nice to meet you. 不,我想不是这样。见到你很高兴。

👉 欢迎您到中国。我帮你提行李包好吗?

Welcome to China. Can I help you with your bags?

- 👉 Thanks. That's very kind/considerate of you. 谢谢。你真客气。



本次飞行旅程如何?

Well, how was your flight?

Fine, but a little too long/weary. 还好,只是稍长一些。

如果我没认错的话,您就是戴尔公司的卡特先生吧?

If I'm not mistaken, you must be Mr. Cart from Dell?

Yes, I am. And you are...? 是的,我是。您是……?

Yes, that's right. 是的,我是。

您坐的班机怎样? 还舒服吗?

How was your flight? Was it comfortable?

Yes. It was great. 是的,非常好。

Not so good. I got airsick. 不太好,我晕机了。

It was wonderful. The weather today is perfect for flying. 太棒了。今天天气最适合飞行。



Business Etiquette



张先生和杰克先生双方已有合作,杰克先生因业务需要乘飞机来到张先生所在地。因为他们已经认识,所以第一句话会说“Hello, Mr. ...”而非“How do you do?”;同理,在碰到已经见过面的朋友时,我们也可以说“Hello, ...”或者见到更熟悉的朋友时说“Hi, ...”或者“Hi you”(注意:更口语化的表达:“Hi ya”,这里的“ya”指“you”)。“So glad to see you again”,再次见到你很高兴,也可以说“Nice to meet you again”。招呼过后,因为双方早已认识,可以谈到一些别的事情,比如家庭、旅途、事业以及其他。张先生问到杰克先生“你的家人还好吧?”,需要注意的是,问候别人的家人是礼貌的行为,有可能张先生之前见过或接待过杰克先生的家人,所以再次见面时表示关心,但是太过私人的问题就不需要了。再者,如果之前和对方只是见过却并不熟悉,问候别人的家庭就会有些奇怪,那就问问他的旅途或者和业务相关的简单问题吧:“How's your business?/How's the business?”,这里可以谦虚地回答:“Just so so”或者“Same as usual”,但是如果业务需要,也可以说“Not bad”“Quite well”,视情况而定。接待客户时,关心他的旅途也是非常必要的,“How about your flight?/How's the trip?”,可能客户是远道而来,旅途劳累,会说:“It's a bit long for me. I'm a little tired.”要知道,乘坐国际航班可能有时需要7、8个小时甚至更长,实在是一件很折磨人的事情,所以,听到这样的回答,还要马上带他去酒店休息吧:“Let me show you the hotel room and then you may take a good rest”。这里对方也不会太客气了,一句简单的谢谢就OK了。

最后需要说明的是,一般情况下打招呼用到最多的是“How are you?”或者“Hello”,前者其实并不是一句问名,大多数情况下和“Hello”是一样的;回答的时候,除非特别熟悉的朋友感觉不好可能会回答“Not so great”,一般人都会说“Fine.”



Unit 2 Introductions

相互介绍



热点词句

Hot Vocabularies

1. take this opportunity to do... 利用/借此机会……

▶ I'd take this opportunity to express our sincere thanks to our host for their earnest invitation.

我要借此机会对东道主的诚挚邀请表示衷心的感谢。

▶ We'd like to take this opportunity to develop business relations with you.

我们要利用这个机会和贵方发展业务关系。

2. cooperate in... 在……方面合作

▶ I think we can cooperate in this field very successfully.

我想我们在这个领域可以合作得非常成功。

▶ Our two companies can cooperate in creating a new market in Europe.

我们两家公司可以携手合作在欧洲开拓新市场。

3. admire 钦佩

▶ We all admire you for your work efficiency.

我们都很佩服你的工作效率。

▶ The clients admire her for her capability.

客户钦佩她的办事能力。

4. introduce 介绍

▶ Will you kindly introduce me to Mr. Brown?

请您把我介绍给布朗先生认识好吗?

▶ May I take the liberty of introducing myself to you?

我可以冒昧地自我介绍吗?

5. meet sb. 与某人认识

▶ I've not had the pleasure of meeting her yet.

我还没有那么荣幸能够认识她呢。

▶ I'm glad to have the opportunity to meet you.

我很高兴有机会和您见面。

6. get acquainted with sb. 与某人相识

▶ Our boss got acquainted with a couple of real estate agents in the golf Club.

我们老板在高尔夫俱乐部里结识了几位做房地产的商人。

▶ I have gotten acquainted with all my colleagues.

我已经和所有同事都熟悉了。

7. opportunity 机会

▶ I hoped I would have the opportunity to talk with you. Now the dream comes true.

我曾经希望能有机会同您会谈。现在终于实现了。

▶ I wonder if I have the opportunity to know some further information about your product.

我能否有机会进一步了解您的产品。

8. cordially 热诚地, 诚恳地

▶ You are cordially invited to our Industrial Hardware Exhibits to be held from April 23rd to 30th, 2010, at No.134 Huanghe Road, Dalian, China.

我们热情地邀请您参加工业金属器具展销会, 时间为2010年4月23日至30日, 地点在中国大连黄路134号。

▶ We most cordially congratulate you on what you have achieved.

我们极其热诚地祝贺你们所取得的成就。

9. representative 代表

▶ Buses have been arranged to take representatives back to hotel after the meeting.

会后, 将用车子把代表们送回酒店。

▶ In addition to the representatives I have just introduced to you, we have our marketing expert join us tomorrow. He is not here today because he has something urgent to deal with.

除了我刚才介绍的代表, 明天的会议还有营销专家会参加。他今天因为有紧急事情要处理所以不能出席。

**10.country 国家**

- ▶ I don't know much about your country, I'm afraid.
恐怕我对贵国的了解太少。
- ▶ What's your impression of/in our country, Mr. John?
约翰先生,您对我们国家的印象如何?

11.declare 宣布

- ▶ I declare the Second Meeting of the Investment Committee open.

我宣布投资委员会第二次会议开始。

- ▶ I hereby declare the 12th General Assembly of the International Environment Conference open now, with every confidence in its fruitful outcome.

我宣布第12届国际环境会议现在开始,并祝愿大会圆满成功。

12.jump into 直接进入

- ▶ I think we have to jump into the meeting because only an hour left for us to discuss.

我认为我们必须直接进入会议议程了,因为只剩下一个小时的讨论时间了。

- ▶ Attention, please! I meant to jump into the meeting at once.

请注意!我打算现在直接进入会议议程。

13.welcome 欢迎

- ▶ We'd like to welcome all of the members and their guests.

我们欢迎所有会员及来宾。

- ▶ I wish to welcome you who have come from all parts of the world to attend this meeting.

我衷心欢迎各位从世界各地远道而来,出席此次会议。

14.delegate 代表

- ▶ It is a great honor and privilege to greet you as delegates from all over the world to the International Congress of Acoustics.

我衷心欢迎世界各国代表前来参加国际音响会议。

- ▶ First, I would like to express my gratitude and welcome the delegates of all member countries and observers who have come from all over the world to attend this epochal session.

首先,我想表示我的感谢,并衷心欢迎各国成员及观察员光临此次划时代的会议。

15.sincerely 诚挚地

- ▶ We sincerely hope that all present will feel free to

speak candidly and exchange their opinions constructively.

我们诚挚地希望在座的各位畅所欲言,并具有建设性地交流意见。

- ▶ We sincerely hope that your visit here will help to build a bridge of friendship and peace between our countries.

诚挚地希望各位的来访能搭起我们两国之间友谊与和平的桥梁。

16.chairman 主席

- ▶ I, Bill Smith, will be the chairman of today's meeting. 我是担任今天会议主席的比尔·史密斯。

- ▶ I will take the place of Mr. Smith and be the chairman for today.

我将代替史密斯先生担任今天会议的主席。

17.policy 政策

- ▶ We welcome foreign friends to invest in China and we are trying to create a more favorable environment for them. This is our policy.

我们欢迎外国朋友到中国来投资,我们将努力为他们营造一个更加有利的环境。这就是我们的贸易政策。

- ▶ We have always adopted some usual international policy.

我们一直采用一些通用的国际惯例。

18.stable 稳定

- ▶ Our political situation is stable and the policy of opening to the world is firm.

我们的政治局势稳定,并且对外开放的政策不会动摇。

- ▶ Our abundant resources and stable policy provide foreigners with the advantages they invest here.

我们的丰富资源和稳定政策为外商投资提供了有利条件。

19.equality 平等

- ▶ Our trade policy is conducted on the basis of equality.

我们在平等的基础上进行贸易。

- ▶ Our foreign trade policy has always been based on equality and mutual benefit and exchange of needed goods.

我们的贸易政策总是建立在平等互利和互通有无的基础之上的。



实战对话

Sample Conversations

1 介绍他人 Introducing the Guests to others

A: May I introduce you to Ms. Chen, our sales manager, who is here to meet you.

B: Welcome to Shanghai, Mr. Hawk. Our general manager Mr. Zhang Yong has asked me to come and meet you.

C: Nice to meet you, Ms. Chen. I have been looking forward to this trip. It was so good of you to invite me to China.

B: Nice to meet you, too. It's a pleasure for us to meet a friend who has done a substantial^① work in promoting our mutual^② trade.

C: It's very kind of you to say so, but nothing can really be done without our close co-operation.

B: Right. I'm sure we'll have a pleasant co-operation in the future. By the way, how was your trip?

C: Fine. It was very nice all the way.

B: I'm glad to hear that.

A: The waiting room^③ is over there. Let's take a short rest there. Then you'll claim your baggage^④ and go through the entry formalities^⑤ and customs formalities.

A: 您好, 请允许我介绍一下, 这是我们公关部主任陈女士, 她是来接您的。

B: 欢迎你到上海来, 霍克先生。我们的总经理张勇先生要我来接你。

C: 见到你很高兴, 陈女士。我一直期待着这次旅行。你们邀请我来中国, 真是太好了。

B: 见到你也很高兴。您在促进双方贸易方面做了大量工作, 能够接待你这样一位朋友, 我们感到很荣幸。

C: 您太过奖了, 如果没有双方的密切合作是什么事也做不成的。

B: 是的, 我肯定以后我们会合作愉快的。对了, 旅途顺利吗?

C: 很好, 一路平安。

B: 那就好。

A: 休息室就在那边, 我们去那里休息一会儿, 然后您就去领取行李, 办理入境手续和海关手续。

① substantial
[səb'stænʃəl]

adj. 大量的

② mutual
['mju:tʃuəl]

adj. 相互的

③ waiting room
休息室

④ claim baggage
领取行李

⑤ formality
[fɔ:'mæliiti]

n. 手续

2 介绍同事 Introducing Colleagues

A: Hello, Joe, I'd like you to meet the new secretary^①, Miss Jones. Have you two met before?

B: No, I don't think we have. How do you do, Miss Jones?

C: How do you do? By the way, what's your last name, please?

① secretary
['sekɹətəri]

n. 秘书

② obviously
[ˈɒvɪəsli]

adv. 显然地



B: Baldwin, but please call me Joe.

C: Hmm. And call me Jenny.

A: Joe, Jenny and you will obviously^② be working in close contact^③ together.

B: Welcome to our department^④, Jenny. I hope you'll like the work here.

C: Oh, I've been looking forward to working here. I'll surely like it and need your help.

A: 你好, 乔, 我想让你跟新来的秘书琼斯小姐见见面。你们俩以前见过吗?

B: 我想没有。你好, 琼斯小姐。

C: 您好, 请问, 您贵姓?

B: 鲍德温, 叫我乔好了。

C: 叫我珍妮好了。

A: 乔, 珍妮以后和你一起工作, 显然会有密切的联系。

B: 欢迎您到我们部门来工作, 珍妮。但愿您喜欢这儿的工作。

C: 噢, 我一直期待来这儿工作。我一定会喜欢的, 而且我还需要你的帮助呢。

③ contact

['kɒntækt]

n. 联系

④ department

[di 'pɑ:tmənt]

n. 部门



高频背诵句库

High Frequent Recite Sentences



►► 1. Making Introductions 互相介绍

- ① May I introduce Mr. Wang? 我来介绍一下王先生, 好吗?
- ② Have you met Mr. Smith? 您好见过史密斯先生了吗?
- ③ I'd like you to meet Mr. Johnson. 我想为您引见一下约翰逊先生。
- ④ Please allow me to introduce my colleague, Mr. Zhao. 请允许我介绍一下我的同事赵先生。
- ⑤ Please allow me to introduce myself. I'm from China National Light Industrial Products Import and Export Corporation. My name is Li Lei. 请允许我做一下自我介绍。我是中国轻工进出口公司的, 我叫李磊。
- ⑥ If I'm not mistaken, you must be Miss Lewis from Los Angles. 如果我没弄错的话, 您一定是从洛杉矶来的刘易斯小姐。
- ⑦ I don't think you've met Mr. Chen. Mr. Chen is the manager of our import division. 我想您可能没见过陈先生。陈先生是我们进口部的经理。
- ⑧ Do you remember me? John Brown from the Procter and Gamble. We met several years ago. 您还记得我吗? 我是宝洁公司的约翰·布朗。我们几年前见过面。
- ⑨ We haven't had the pleasure to meet Mr. Smith. 我们还未能有幸和史密斯先生谋得一面呢。

►► 2. On the way to the Hotel 去宾馆的路上

- ① I've been looking forward to meeting you. 我一直在盼着见到您。
- ② I hope you aren't too tired after your journey. 希望您的旅行没让您感到太疲劳。
- ③ We can talk business tomorrow. You need to take a good rest now. 业务我们明天可以谈, 现在您需要休息。