



思马得英语系列丛书

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主 编：思马得学校

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将零碎时间用起来学英语



Free
Times

最实用的商务口语



同济大学出版社

本书另配磁带

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Smart English Series

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图书在版编目(CIP)数据

将零碎时间用起来学英语——最实用的商务口语 / 思马得学校
主编. —上海: 同济大学出版社, 2006. 1
(思马得英语系列丛书)
ISBN 7-5608-3165-6

I. 将... II. 思... III. 商务—英语—口语—自学参考
资料 IV. H319.9

中国版本图书馆 CIP 数据核字(2005)第 135466 号

将零碎时间用起来学英语——最实用的商务口语

思马得学校 主编

责任编辑 朱振华 责任校对 杨江淮 装帧设计 Smart

出 发	版 行	同济大学出版社
		(上海四平路 1239 号 邮编 200092 电话 021-65985622)
经 销	销	全国各地新华书店
印 刷	刷	常熟市大宏印刷有限公司
开 本	本	850mm×1168mm 1/64
印 张	张	5.75
字 数	数	147 200
版 次	次	2006 年 1 月第 1 版 2006 年 1 月第 1 次印刷
书 号	号	ISBN 7-5608-3165-6/H·383
本册定价		10.00 元
全套定价		90.00 元(共 9 册)

本书若有印装质量问题, 请向本社发行部调换



第一章 商务谈判

场景 1 —— 询盘

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场景对话

A: Our New York customers want to buy China's tea. I'm thinking of placing an order with you.

B: Which tea do you prefer?

A: I'm not sure. Could you show me some samples?

B: Of course. These are Oolong Tea from Guangdong, Black Tea from Qimen

and Longjing Tea from Xihu. The new products are Strips and Curls Black Tea, Crushed Black Tea and so on. They are popular in many countries.

A: Oh, such a variety. They are excellent both in color and flavor. No wonder our people like Chinese tea. Could you give me some idea of the prices?

B: Yes. But could you tell us the quantity you require so that we can work out the offer?

A: OK. I want 500 kg of Black Tea from Qimen, 100 kg of Crushed Black Tea, first grade.

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A: 我们的纽约客户要买中国茶叶,我在考虑向您订货。



B: 您喜欢哪一种茶叶?

A: 我还不确定。您能给我看些样品吗?

B: 当然可以。这些是样品,有广东的乌龙茶、祁门红茶以及西湖龙井茶。螺藻红茶、红碎茶等是新产品,它们在很多国家都广受欢迎。

A: 噢,品种真多。这些茶叶色好味香,难怪我们国家的人喜欢中国茶叶。请您给我们一个价格好吗?

B: 好。但为了便于我方提出报价,您能否谈谈所需的数量?

A: 好的。我需要 500 公斤祁门红茶,100 公斤红碎茶,要一级茶叶。

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### 常用句子

► Heavy enquiries witness the quality of our products.

大量询盘证明我们产品质量过硬。

- ▶ As soon as the price picks up, enquiries will revive.

一旦价格回升,询盘将恢复活跃。

- ▶ Enquiries for carpets are getting more numerous.

对地毯的询盘日益增加。

- ▶ Enquiries are so large that we can only allot you 200 cases.

询盘如此之多,我们只能分给你们 200 箱货。

- ▶ Enquiries are dwindling.

询盘正在减少。

- ▶ Generally speaking, inquiries are made by the buyers.

询盘一般由买方发出。

- ▶ Mr. Baker is sent to Beijing to make an



inquiry at China National Textiles Corporation.

贝克先生被派到北京来向中国纺织公司进行询盘。

- We regret that the goods you inquire about are not available.

很遗憾,你们所询问的货物现在无货。

- To make an inquiry about our oranges, a representative of the Japanese company paid us a visit.

为了对我们的橙子询价,那家日本公司的一名代表访问了我们。

- We cannot take care of your enquiry at present.

我们现在无力顾及你方的询盘。

- Your enquiry is too vague to enable us to reply you.

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你们的询盘不明确,我们无法答复。

- ▶ Now that we've already made an inquiry about your articles, will you please reply as soon as possible?

既然我们已经对你们的产品询价,可否尽快给予答复?

- ▶ In the import and export business, we often make inquiries at foreign suppliers.  
在进出口交易中,我们常向外国供货商询价。

- ▶ Can you give me an indication of price?  
你能给我一个估价吗?

- ▶ Please let us know your lowest possible prices for the relevant goods.

请告知你们相关商品的最低价。

- ▶ If your prices are favorable, I can place the order right away.



如果你们的价格优惠,我们可以马上订货。

- When can I have your firm C. I. F. prices, Mr. Li?

李先生,什么时候能得到你们到岸价的实盘?

- We'd like to know what you can offer as well as your sales conditions.

我们想了解你们的供应品种及销售条件。

- How long does it usually take you to make delivery?

你们通常要多久才能交货?

- Could you make prompt delivery?

可以即期交货吗?

- Would you accept delivery spreaded over a period of time?

不知你们能不能接受在一段时间里分批交货?

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- ▶ All the prices on the list are subject to our final confirmation.

商品单上的价格以我们最后确认为准。

- ▶ I'd like you to quote me C. I. F. New York.

请您报给我到纽约的到岸价。

- ▶ Our prices are very competitive in the world market.

我们的价格在国际市场上很有竞争力。

- ▶ I'd like you to give me a quotation including delivery charges.

请你报给我包括运费在内的价格。

- ▶ I'm planning to place an order for 1000 yards to start with, and please make your quotations on the C. I. F. basis.

我打算先订 1000 码,请按抵岸价格报价。



### 常用词语

commodity *n.* 商品, 农产品

confirmation *n.* 证明, 确定

deadline *n.* 截止期

dealer *n.* 商人

delivery *n.* 运送, 交货

discount *n.* 折扣

enquiry/inquiry *n.* 询价, 询盘

fair *n.* 交易会

grant *vt.* 批准

guarantee/guarantor *n.* 保证, 保证人

offer *v.* 提出, 提供; *n.* 报盘, 供货

process *n.* 加工, 工序; *vt.* 加工

purchase *vt.* 买; *n.* 购买

quantity *n.* 量

quotation *n.* 报价

quote *vt.* 开价, 报价

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range *v.* 变化幅度; *n.* 变动范围

sample *n.* 样品

variety *n.* 多样化

a firm offer 实盘

a long-term contract 长期合同

an occasional inquiry 偶尔询盘

to keep inquiry in mind 记住询盘

do business 做生意

firm price 实价, 实盘

general inquiry 一般询盘

place an order 订货, 订购

port of delivery 交货港

prompt delivery 即期交货

sales department 销售部

specific inquiry 具体询盘

time of delivery 交货期

to deliver sth to sb 把某物交付给某人



to effect delivery 办理交货

to make an inquiry about/into sth 询问某  
事, 询盘

to keep the inquiry on file 把询价记录在卷

to make an inquiry 发出询盘; 向……询价

to make an inquiry for sth 询问某物

to make delivery 交货

to make prompt-delivery 即期交货

to postpone delivery 推迟交货

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## 场景 2 —— 报盘

### 场景对话

A: Could you make offers for the items listed in your catalogue?

B: Yes. Here's the price list. But the prices are subject to our final confirmation.

A: Item No. 52 seems to be the thing I want to have a try.

B: What's the quantity you're likely to order?

A: 10 tons.

B: How soon do you want the goods to be delivered?



A: Early August.

B: And the port of destination?

A: Tokyo.

B: Just a minute. Now we offer you firm for 10 tons of Item No. 52 at 90 U. S. dollars per metric ton C. I. F. Tokyo, to be delivered in early August.

A: How long will you leave your offer open?

B: It's valid for seven days.

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A: 目录中所列的商品你们能报个价吗?

B: 可以。这是价目单。但是这些价格以我方最后确认为准。

A: 52 号商品看起来是我想要的。

B: 你想订多少?

A: 10 吨。

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B: 什么时候交货?

A: 八月初。

B: 目的地港口是哪里?

A: 东京。

B: 请稍等。现在我们报实盘: 10 吨 52 号商品, 每吨东京到岸价为九十美元, 八月初交货。

A: 报价的有效期多长?

B: 有效期为七天。

常用句子

► We're willing to make you a firm offer at this price.

我们愿意以此价格为你报实盘。

► We can offer you a quotation based upon the international market.

我们可以按国际市场价格给您报价。