Contents

Negotiation Preparing 前期准备 ····································
Making Business Investigation
商务调查3
Arranging Appointments
安排会晤13
Receiving Visitors (I) Greeting, Introducing and Small Talk
客户接待(问候、引见与客套寒暄)23
Receiving Visitors (II) Business Dinning
客户接待(商务宴请) 35
Showing Around(I) Corporation and Factory Tour
参观介绍(参观公司和工厂)
Showing Around(II) At the Showroom, Commodities Fair or Exhibition
参观介绍(参观产品展示室、商品交易会或商展) 59
in the continuous programme in the first of the first and the second of the second of the second of the second
Negotiation Performing 谈判磋商 ······ 73
Starting a Talk
开局 ····································
开局
开局
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127 Negotiating(V) On Insurance 谈判磋商(五) 关于保险 143 Negotiating(VI) On Payment and L/C
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127 Negotiating(V) On Insurance 谈判磋商(五) 关于保险 143
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127 Negotiating(V) On Insurance 谈判磋商(五) 关于保险 143 Negotiating(VI) On Payment and L/C
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127 Negotiating(V) On Insurance 谈判磋商(五) 关于保险 143 Negotiating(VI) On Payment and L/C 谈判磋商(六) 关于支付与信用证 157
开局 75 Negotiating(I) On Establishing Business Relations and Business Inquiries 谈判磋商(一) 关于建立业务关系与询盘、报盘 87 Negotiating(II) On Quality, Quantity and Packing 谈判磋商(二) 关于品质、数量和包装 101 Negotiating(III) On Price 谈判磋商(三) 关于价格 115 Negotiating(IV) On Shipment 谈判磋商(四) 关于装运 127 Negotiating(V) On Insurance 谈判磋商(五) 关于保险 143 Negotiating(VI) On Payment and L/C 谈判磋商(六) 关于支付与信用证 157 Negotiating(VII) On General Terms

Module One

別期准备Negotiation

Negotiation Preparing

际商务谈判涉及的内容非常复杂,是一项艰难而繁重的工作。 许多谈判失败的原因之一都是一方或另一方的准备工作不充 分,因此在谈判开始之前,谈判人员充分的准备工作就显得尤为重 要。为了使谈判取得有利的结果,双方的谈判人员都应该在谈判开 始前做好充分的准备。

Unit 1

Making Business Investigation 第一章 商务调查



with..."同。

- A: Can you please tell me something about ABC company? We are going to negotiate with them about an export contract.
 - B: As far as we know, the executives of the company are very inexperienced in the business.
 - A: Really?
 - B: Yes. So I advise you to be cautious in dealing with them.
 - A: As this is the case, I think it is advisable for us to refrain from having relations with that company.
 - B: What to do is up to you.
 - A: Of course. Thank you, any way.
 - Notes: 第二句的"As far as we know"和第五句的"As this is the case"可分别译为"据我们所知"和"既然情况是这样"。这两个表达在谈判口语中用得很多,往往用来引出一个自己将要陈述的事实和将要做出的决定;"executives"是指"管理人员";"refrain from doing sth."是个固定表达,指"避免做某事"。
- **DRILL 6.** A: Our boss was angry with Jason in the meeting, you know, the Korean sales representative.
 - B: Why was that? What happened?
 - A: When our boss asked him whether Article No. F15 sold well in the northeast market, Jacon said "yes". As a matter of fact, our boss knew that this product was not at all competitive.
 - B: What an embarrassing case! You know, when a Korean says "yes", he simply means "I understand your questions".
 - A: Oh yeah?
 - B: I think your boss should learn some related Korean culture before attending the meeting.
 - A: Yes, I agree with you.
 - Notes: "competitive"是指"(价格、品质等)经得起竞争,有竞争力"的意思。所以"was not at all competitive"指在市场上一点竞争力都没有;"embarrassing"指"尴尬的,令人困窘为难的"。
- **DRILL 7.** A: What gifts should I take to the host when I go to dinner at his house?
 - B: But it's unnecessary to do that.
 - A: Why, we couldn't go there empty-handed, could we? I wouldn't feel right.
 - B: Perhaps that's your Chinese custom. Well, if you really want to give the host a present, why not give something Chinese?
 - A: That's a good idea.
 - Notes: "feel right"在这里的意思是说"觉得自在"。所以这一句可以翻译为"我会觉得不好意思"。