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| 商务精英实践真知 | 职场人气王历练心得 |



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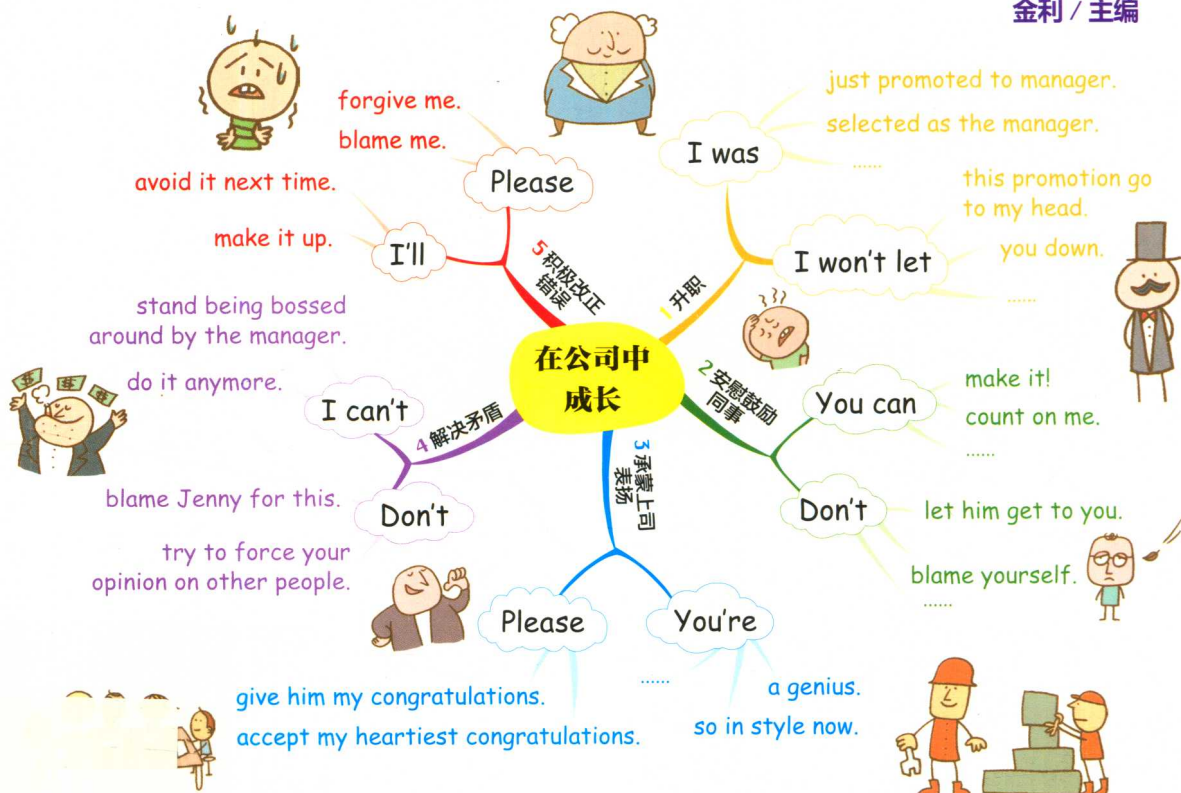
用思维导图

聊商务英语口语

| 71大真实口语场景 | 142个万用句型 |

| 152张思维导图 | 练就地道漂亮商务职场口语表达 |

金利 / 主编



全国百佳图书出版单位



化学工业出版社



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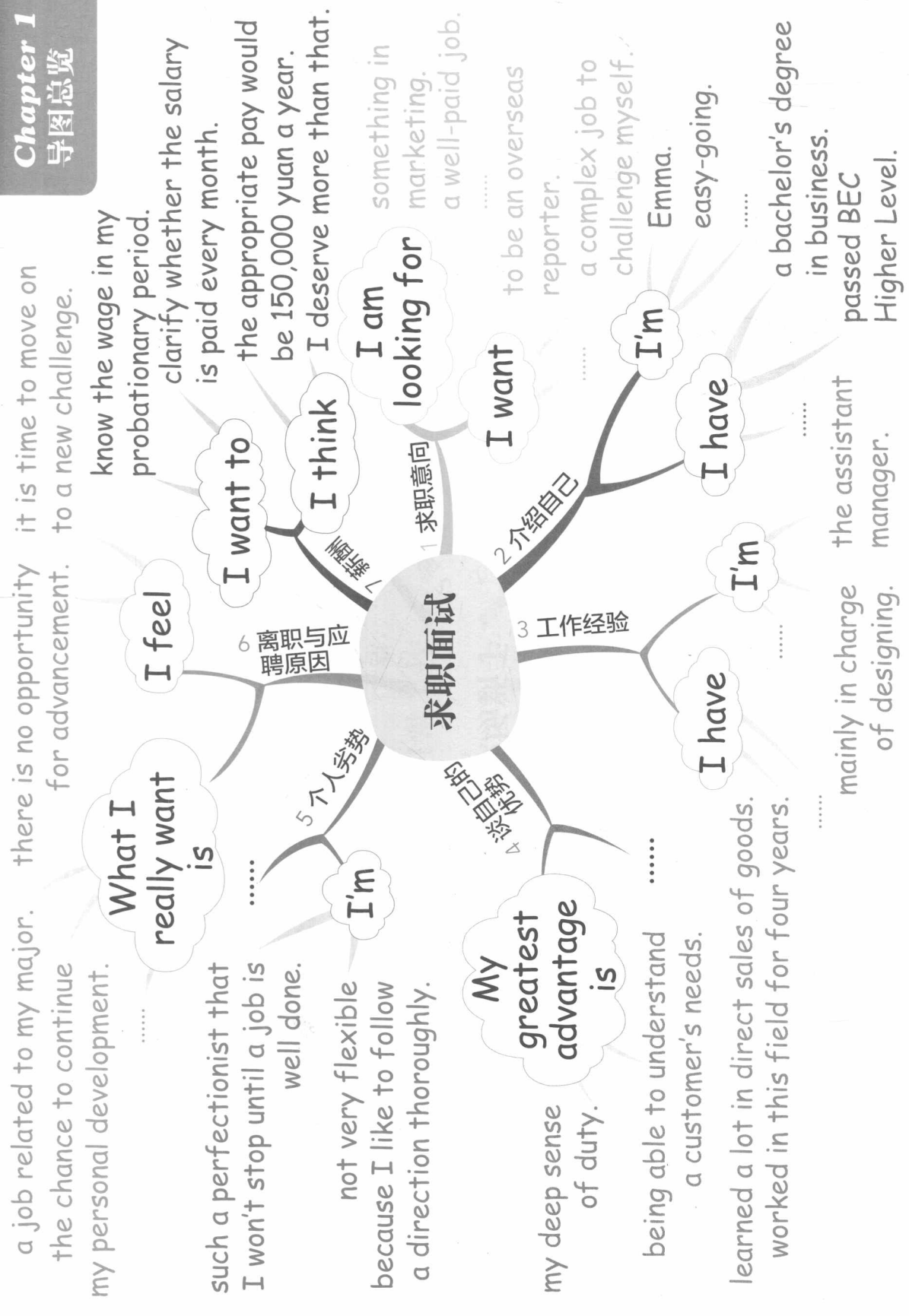
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小马外语



get a doubled wage for working overtime.

ask for a day off? to take two days off.

Chapter 2 导图总览

ask for an excused absence this Friday?

do the time compensation.

You can

work late tonight.

I have to

work this Saturday.

5 加班

your key card and staff number.

This is

your desk.

4 工作环境与辅导

is over there.

The break room

Our bulletin board

to make use of my annual leave.

May I

I'd like

I'm

here to report for employment.

Matt, the new guy in Marketing.

my first day here.

It's

my pleasure to join you.

this sector.

I'm in charge of

the Personnel Department.

've been in business for over 30 years.

went public three years ago.

We

Would you please

How

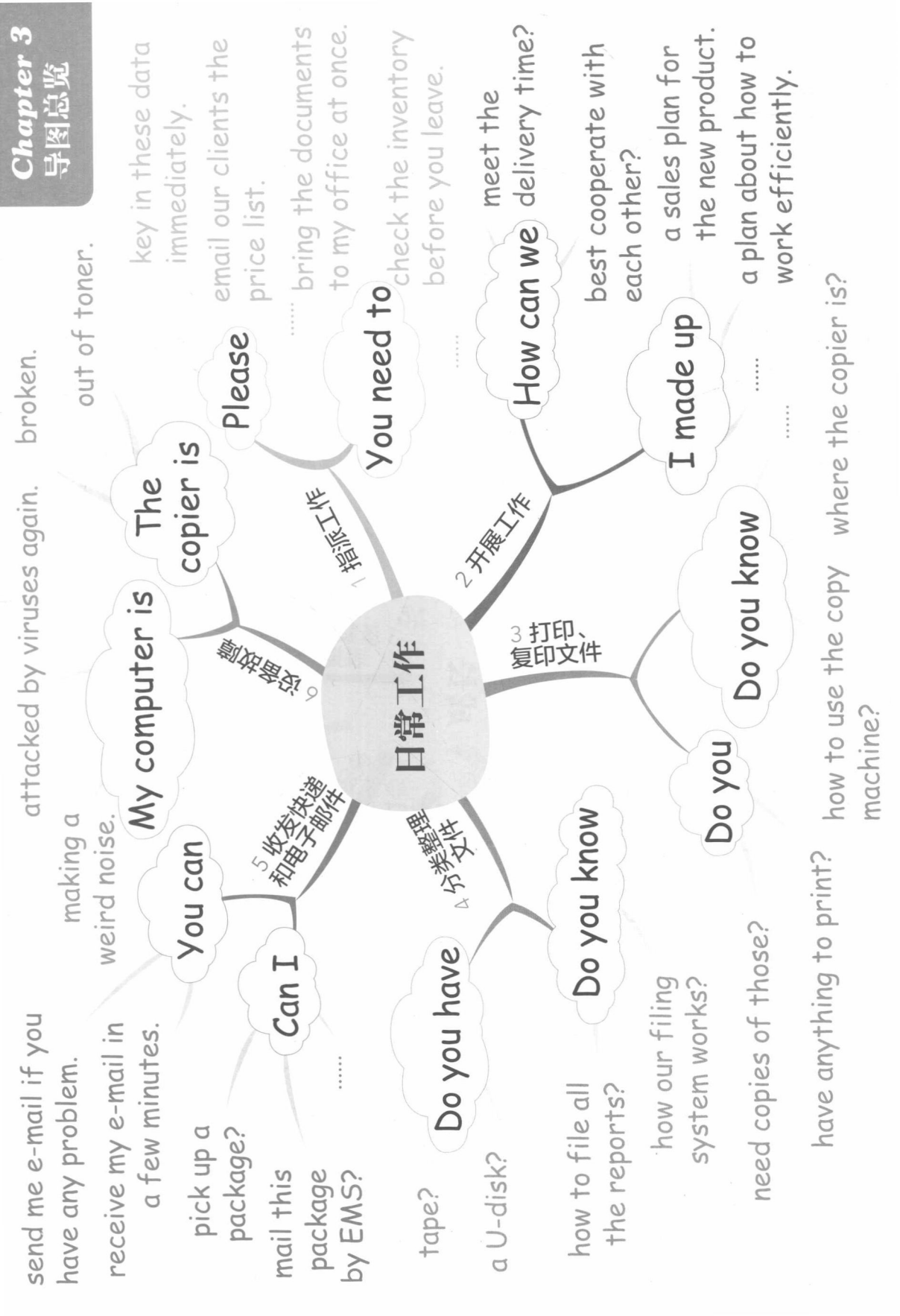
to send an e-mail at a fixed time?

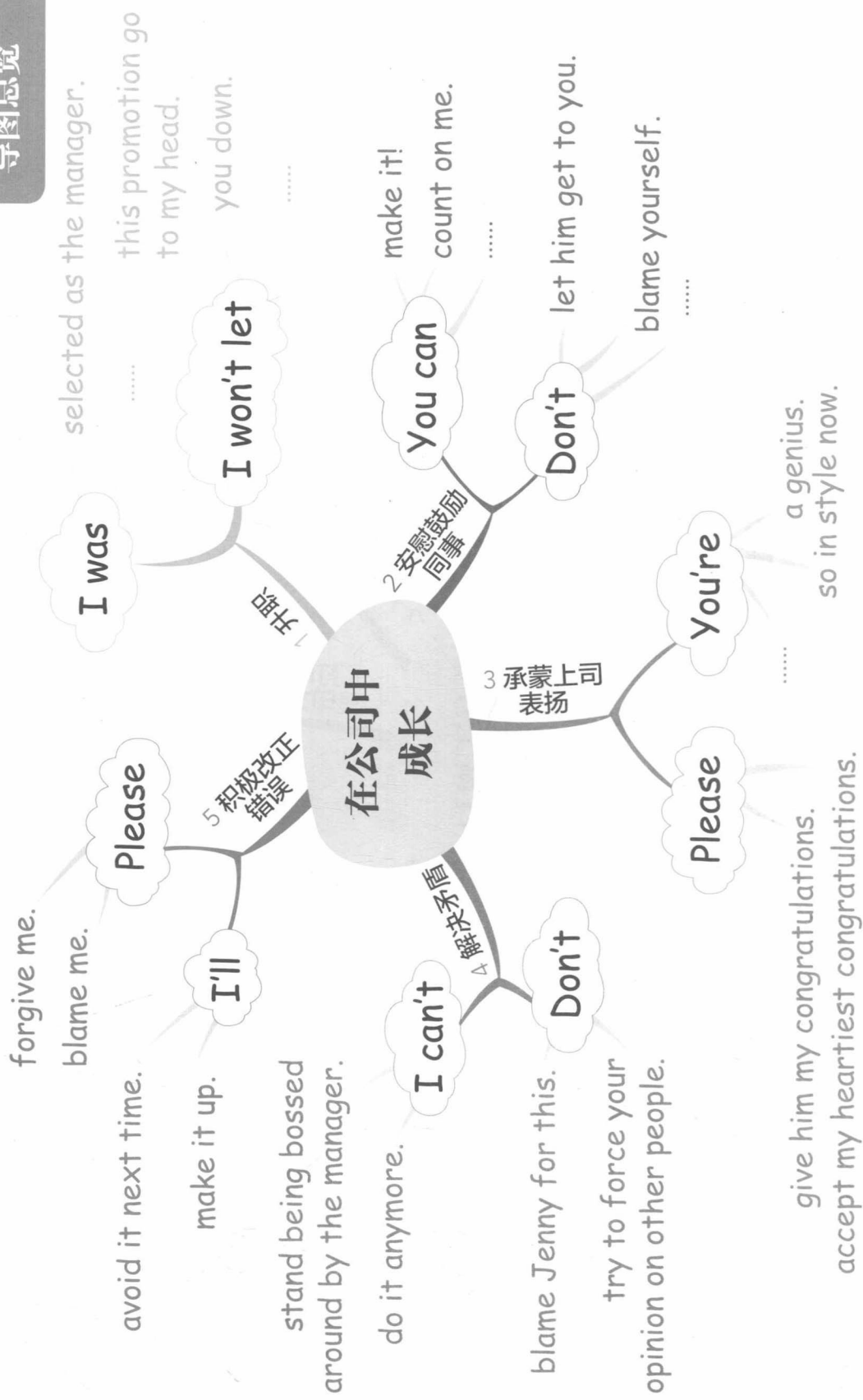
long will the training be?

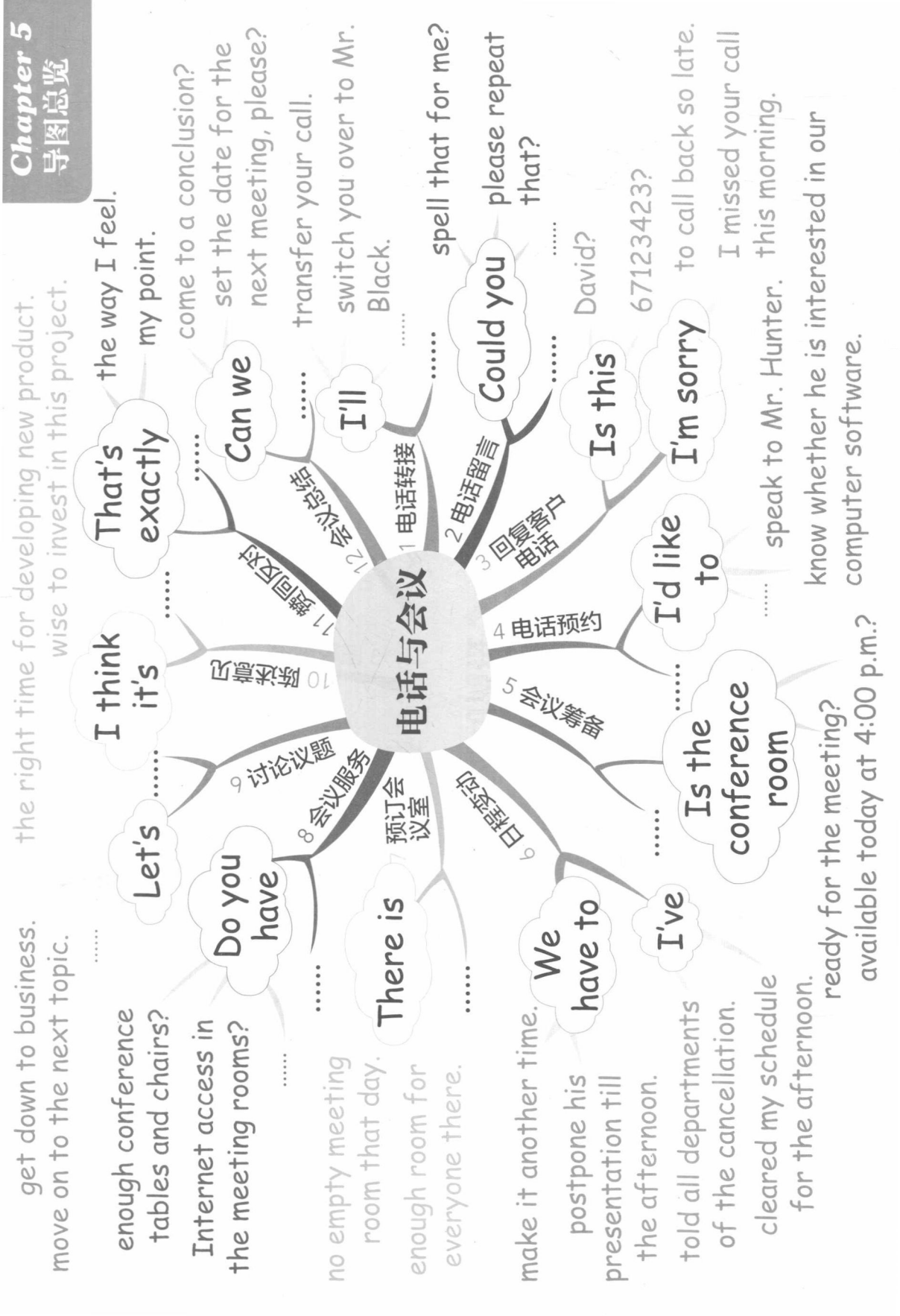
explain the details one more time?

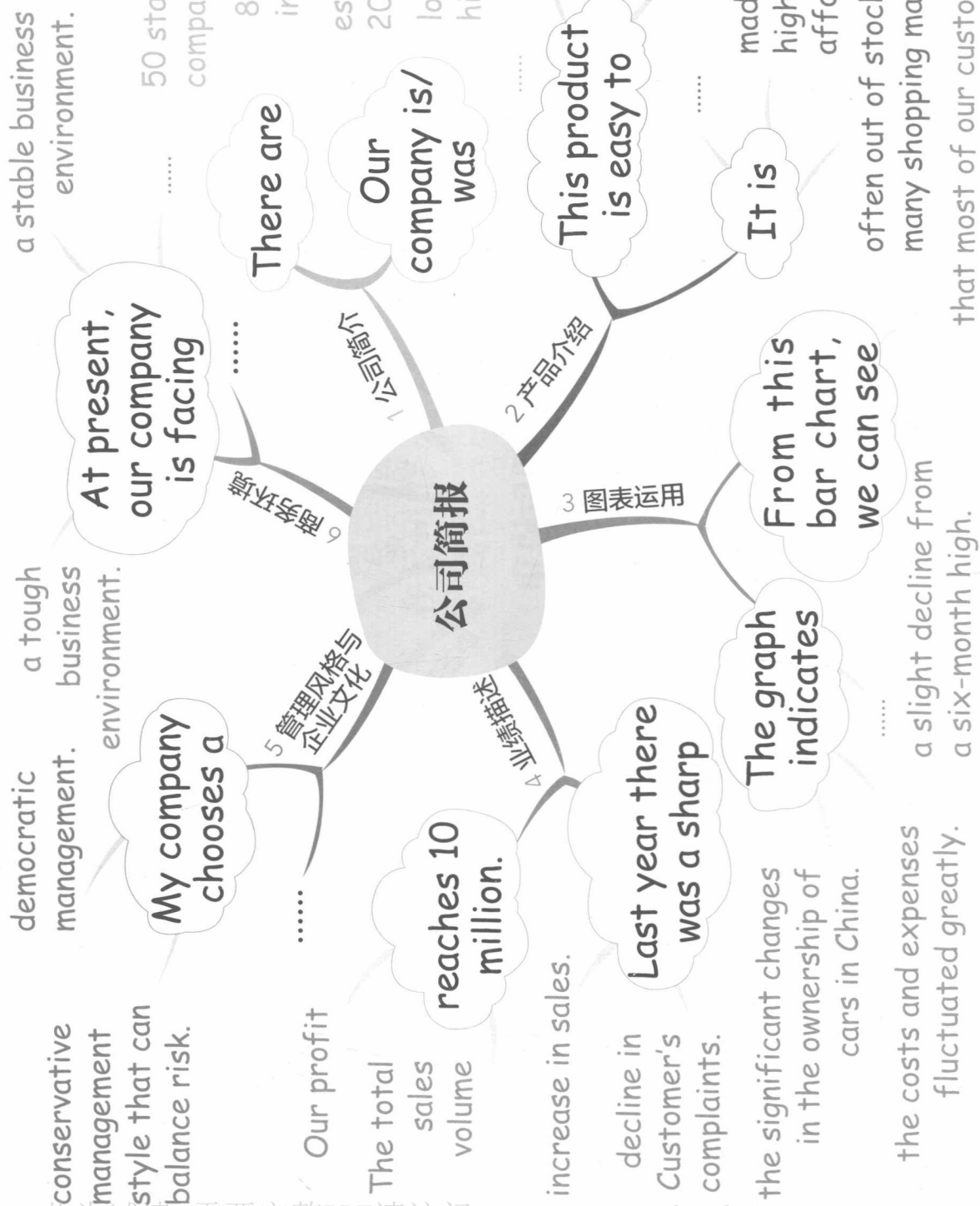
show me how can I use this system?

职场新手
1 自我介绍
2 与上司交谈
3 新人培训
4 工作环境与辅导
5 加班
6 请假
7 认识新同事
8 自我介绍
9 请假









sit next to you?
refill your glass?
some dessert?
some more?
go around this factory first.
start with our design development department.
this visit will help you get a better understanding of our products.
you'll find everything satisfactory.
the honor of your presence at this meeting?

May I
Would you like
.....

I hope
.....

I hope
sometime.
you have a nice trip.
we'll meet again

I'm
few days.
really happy for having worked with you for a

looking forward to seeing you again soon.
enjoy your trip?
have any trouble clearing customs?
be from the head office?

Did you
You must
feel jet-lagged.
to go to your hotel to rest and have a shower, or go to our company first?

Would you like
western food or Chinese food?
you like to drink, coffee or tea?

What would
.....
interest you while you are here?

Would you
honor us with a visit?

Could we have
like to visit our factory?

I hope
the pleasure of your company at dinner?

接待客户

6 机场道别

1 机场迎接

2 问候寒暄

3 邀请客户

4 参观生产车间

5 商务午餐

fix a time for the meeting.

Chapter 8 导图总览

come and see you tomorrow.

I'd like to

be meeting with Mr. Robert.

I'll

see you at three then.

1 预约拜访

meet at 2 p.m.

instead?

make it a little later?

Could we

get there in time.

I can't

keep our appointment.

see Mr. Hanson.

I'd like to

see someone in charge of marketing.

I want to

know more about your product.

order your product.

拜访客户

3 描述拜访意图

4 讨论合作

It's time to

talk about your goods' selling points.

What's

the yearly output?

your acceptable price range?

your hospitality.

your cooperation.

Thank you for

email you.

see myself out.

go through the details.

I'll

5 告别客户

fix a time for the meeting.

come and see you tomorrow.

I'd like to

be meeting with Mr. Robert.

I'll

see you at three then.

1 预约拜访

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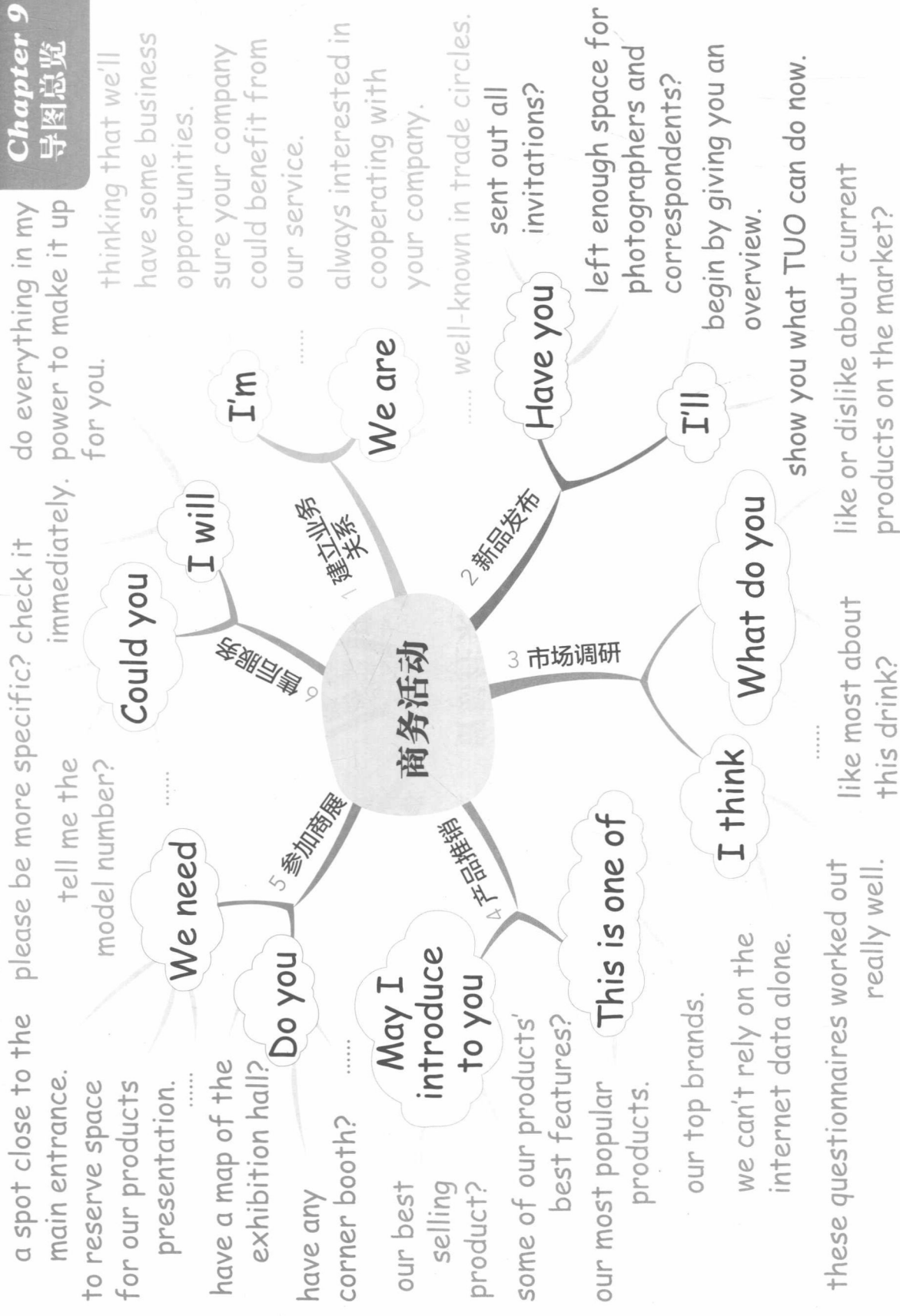
email you.

see myself out.

go through the details.

I'll

5 告别客户



explain to you our financial position.

talk about the financing of our imports.

prepare a competitive bid.

send the notice calling
for a bid next week.

no choice but to file

against you a claim for
\$5,000.

We have

substantial evidence
for lodging a claim.

pay in two payments?

Can we
remit the amount
by cheque?

What is

All Risks policy?
the insurance premium?

You
should

pack the goods very carefully.
use durable packing materials.

hasten the delivery?

transport the goods by air?

I would
like to

get the payment
term in writing.

clear up problems arising
from the contract.

We
ought to

give me a rough idea of
the price?

Can you

send me your price
sheet?

meet orders of
over 2000 cartons

Can you
at one time?

expect an earlier
shipment by August?

give me a discount
on this product?

give me a better
price?

Would you

We will

offer a 5% commission
for each transaction.

allow you a 2% commission as
a special consideration.

We need

1000 dozen of
men's shirts.

twice as much as we
originally ordered.

Could
you

贸易往来

1 询盘
2 订购与交货
3 折扣与佣金
4 数量·质量
5 包装装运
6 保险付款
7 投诉与索赔
8 招标与投标
9 融资
10 签订合同

前言

PREFACE

你是否想用一口流利的商务口语来增加就业砝码？
你是否想凭借地道的商务口语在岗位上脱颖而出？
你是否想通过与外商畅快交流而获得更多的商业机会？

以往我们所学的英语属于日常英语，而商务英语不同于日常英语，商务英语是一种职业英语，其用词是否准确、句式是否适合特定的商务场合，这些都直接影响商务沟通的有效性。无论你是正在求职，还是你目前的工作中需要使用商务英语，学习的时间一定是少之又少，快速、实用成为每位读者的诉求。

本书将思维导图和英语学习完美结合，以句型为主体，专为对商务英语口语有需求的学习者量身定制，让学习者学了就能会，看了就能说，具体特色如下。

商务场景无死角全覆盖

本书覆盖商务职场中最常遇到的10个大主题，丰富的高频场景话题，从求职入职到开展工作，从升职加薪到辞职解雇，从接打电话到开会讨论，从商务简报到应酬接待，从拜访客户到洽谈合作，从建立业务关系到售后服务，各个场景应有尽有。

丰富万用句型，直接套、直接用

以思维导图的形式呈现，好学好记，掌握一个句型，应对十个情境。每个场景两个万用句型，一页一个万用句型，让学习者学起来轻松无负担。

如面试时介绍自己的情景：

a bachelor's degree in business.

我有一个商业方面的学士学位。

CET 4 大学英语四级考试

CET 6 大学英语六级考试

gotten a high mark in

TOEFL/IELTS

获得托福 / 雅思高分

学历

I have

Master's degree 硕士学位

Doctoral degree 博士学位

annual bonus 年终奖

stock option 股票期权

剑
桥
商
务
英
语

考
试
策
略

passed BEC Higher Level.

我通过了高级剑桥商务英语考试。

a positive outlook on things.

我对事物抱有积极的态度。

替换句风格多样、分类细化一目了然

在每个万用句型下，本书给出了表达同样意思的替换句，替换句与万用句型在表达语气上不同，或是一般说法，或是礼貌正式说法。同时以万用句型所处场景为主导，替换句下面给出该场景中的各个小情境，并给出这个小情境下常用的句子。例如，在产品介绍场景中，按照产品介绍的过程，本书给出了丰富的例句。具体如下：

产品展示 ▶▶

We can demonstrate the product to you now.

我们可以现在为您示范这个产品。

This catalog displays the wide variety of our products.

这份目录展示了我们各种各样的产品。

This is one of our most popular products.

这是我们的人气产品。

This model comes in 11- and 12.9 inch sizes.

这个型号有11英寸和12.9英寸两种尺寸。

万用单词随需随查

万用单词部分不仅包含了每个万用句型下出现的重点单词，还归纳了常用的可替换单词和短语，学习者可以套用更多的单词，说更多的句子。万用单词不但可以方便学习者对该情景下常用单词进行查找，而且可以加深对所学句型下的好用词汇的记忆。

情景演练，还原真实语境

学完词汇、句型，再来实景操练下吧！每个万用句型下面都配有两个小对话，加深对万用句型应用场合的理解，体验真实商务工作情景。

10张超大彩色思维导图总览

每章主体内容以小节为单位，通过彩色线条引导，逐一列出，方便查找和检验学习成果。全书共10幅超大彩色思维导图，将核心内容全面覆盖，全书精华尽收眼底。

学好商务英语口语，提高职场竞争力，获得梦想的工作岗位，让自己在商务职场上应对自如。

编者