

· 英语会话 300 句丛书 ·

BUSINESS ENGLISH 300

**经贸英语 300 句**

**(英 汉 对 照)**

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# 前 言

在新世纪即将来临的时刻,我国对外经贸活动日趋频繁,人们对于经贸英语口语的学习要求也越来越迫切,《经贸英语300句》就是在这种背景下编写而成的。

本书根据经贸活动的实际情况,拟设涉外经贸工作中经常遇到的各种情景,如接待客商、产品介绍、商务谈判以及成交等;每个情景均由15个功能句型、三段对话以及四组练习组成;并分别附有注释和译文,以便自学。书后附词汇表,以利读者查阅。

本书内容由浅入深,形式生动活泼。既适合于有一点英语基础的、从事商务、外贸工作的人员学习,也可用于大专院校有关专业的英语口语教学。

在编著过程中,编者得到焦家俊教授的热情指导和鼎力帮助;奚鸿源教授审阅了初稿并提出了修正意见。在此,深表谢意。

由于编者水平有限,缺点和错误在所难免,敬请读者指正。

编 者

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# Unit 1 INTRODUCING

## 介 绍

### Introducing Yourself 自我介绍

1. I'm Edward Miller from Britain.  
我是从英国来的爱德华·米勒。
2. I'm a marketing manager.  
我是销售经理。
3. My name's Jenny Ross.  
我叫简妮·罗斯。
4. Let me introduce myself.  
我来作自我介绍。
5. May I introduce myself?  
我可以作自我介绍吗?

### Introducing a Colleague 介绍同事

6. This is Kate Mckenna.  
这是凯特·麦克纳。
7. I'd like to introduce our sales manager, Mr Zhang.  
这是我们销售经理张先生。

8. I want you to meet Mr Miller, a friend of mine from Britain.

这位是米勒先生, 我的一位英国朋友。

9. May I introduce Mr Jones, the director?

我来介绍一下, 这位是董事长——琼斯先生。

10. Let me introduce my colleagues here.

我来介绍一下我的同事们。

## Greeting People 问 候

11. How do you do?

你好!

12. Pleased to meet you.

见到你很高兴。

13. It's very nice to meet you here.

在这里见到你真是太好了!

14. We're very glad to have you with us.

和你在一起我们非常高兴。

15. Welcome to our company.

欢迎你到我们公司来。

### Dialogue 1

Zhang How do you do? I'm Zhang. I'm responsible for sales over here.

Miller How do you do, Mr Zhang? It's nice to meet you.

Zhang Nice to meet you, too.

Miller     So you've taken over from Lao Wang?  
Zhang     Yes, that's right. About two months ago. Just after he retired.

## 对话一

张        你好,我姓张。我负责这儿的销售业务。  
米勒     你好,张先生,见到你很高兴。  
张        见到你很高兴。  
米勒     这么说,你接替了老王,是吗?  
张        是的。大约两个月前。他退休后我就接替他了。

## Dialogue 2

Lin       Mr Jones?  
Jones     Yes, that's right, Guy Jones.  
Lin       Hello, Mr Jones. I'm Lin. Welcome to Shanghai Electronics. It's great to have you with us.  
Jones     Hello, Mr Lin. Pleased to meet you.  
Lin       Did you have any trouble getting here?  
Jones     No, it...

## 对话二

林        你是琼斯先生?  
琼斯     是的,盖·琼斯。  
林        你好,琼斯先生,我姓林。欢迎你来上海电子公司。我们一起共事真是太好了。  
琼斯     你好,林先生。很高兴见到你。

林 一路顺利吗?  
琼斯 顺利。一路上……

### Dialogue 3

Lin Chen, you haven't met Ivan Chekov, head of the Russian delegation, have you?  
Chen No, not yet.  
Lin Well, come over and I'll introduce you. Hello, Mr Chekov, I hope you're enjoying the party.  
Chekov Yes, very much.  
Lin Mr Chekov, I'd like you to meet a colleague of mine, Mr Chen, from our Export Department.  
Chekov How do you do?  
Chen How do you do? I'm very glad to meet you, Mr Chekov.

### 对话三

林 陈,你还没有见过俄罗斯代表团的团长伊凡·契可夫吧?  
陈 对,没见过。  
林 来,我给你介绍一下。你好,契可夫先生,希望你在今天的派对上过得愉快。  
契可夫 噢,我过得非常愉快。  
林 契可夫先生,我向你介绍一下我的一位同事,陈先生,他是我们出口部的。  
契可夫 你好!

陈            你好！契可夫先生，见到你非常高兴。

## Notes

1. marketing manager: (销售经理)。    另外一种表达法为 sales manager

2. I'm, my name's 分别是 I am, my name is 的简略式。这在英语口语中很常见。例如:

You'd —— You would

He's —— He is 或 He has

We've —— We have

They're —— They are 等等。

3. This is Kate... (这位是凯特……)

在介绍人物时,不能说 He is 或 She is, 而只能说 This is ...。 例如:

This is Mr Zhang, our sales manager. (这位是张先生, 销售经理。)

This is Miss Li, my secretary. (这位是李小姐, 我的秘书。)

4. I'd like to... (我很愿意……)。 like 一词常与 should 或 would 连用, 后接名词, 代词或不定式短语, 表示“愿意, 想要, 希望”。 例如:

I'd like a word with you. (我想跟你说句话。)

I'd like you to come at 10 tomorrow morning. (我希望你明天上午十点来。)

Would you like to hear our views? (你愿意听听我们的意见吗?)



What would you like for supper? (晚饭想吃什么?)

5. a friend of mine: (我的一个朋友。)mine 是名词型物主代词, 与 of 连用作定语。例如:

a colleague of his. (他的一位同事。)

a customer of theirs. (他们的一位顾客。)

6. How do you do? (你好!)是初次见面的问候语, 后面常常还可以说: I'm glad/ pleased/ happy to meet you. 对应的回答也是: How do you do?

试比较:

——How are you?

——Fine, thank you. And you?

——Very well, thank you.

在熟人与熟人之间, 我们往往用以上的问候语。

7. It's very nice to meet you here. (在此见到你真是太高兴了。)此句中 It 为先行代词, 代 to meet you here。It 在句中充当形式主语, 而将真正的和逻辑上的主语(通常是不定式短语、动名词、短语或从句)移到后面去。这种句型往往达到了平衡句子的目的。如:

It's nice living in Shanghai. (住在上海很不错。)

It's necessary that we discuss the problem again. (很有必要我们进一步讨论该问题。)

8. Welcome to our company. (欢迎光临我们公司。)

Welcome 在此是感叹词。如:

Welcome to Shanghai. (欢迎光临上海。)

Welcome to my home. (欢迎来我家。)

9. So you've taken over from Lao Wang? (噢, 你接替了老