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Contents



目录 CONTENTS

Chapter 1 Contact 会晤

- Unit 1** Receiving the Customer
迎接客户 [1]
- Unit 2** Making an Invitation
邀请客户 [7]
- Unit 3** Making an Introduction
介绍认识 [12]
- Unit 4** Seeing a Customer Off
送别客户 [17]

Chapter 2 Arrangement 安排

- Unit 1** Making an Arrangement
安排约会 [24]
- Unit 2** Changing the Appointment
更改约会 [30]

- Unit 3** Arranging a Meeting
安排会议 [36]

Chapter 3 Negotiation 谈判

- Unit 1** At the Exhibition
展览会上 [41]
- Unit 2** Inquiries
询问问价 [47]
- Unit 3** Bargains
讨价还价 [53]
- Unit 4** Analysing Quality
分析品质 [59]
- Unit 5** Product Quantity
产品数量 [65]
- Unit 6** Order
预订货物 [70]
- Unit 7** Discount and Commission
折扣佣金 ... [76]
- Unit 8** Talking about Payment

Glib Tongue for Business English



目录

	讨论付款 ... [81]		售后服务
Unit 9	Financing		 [144]
	融通资金 [87]	Unit 19	Compensation Trade
Unit 10	Underwriting a Contract		补偿贸易
	签订合同 ... [93]		 [150]
Unit 11	Packing	Unit 20	Agency
	商品包装		代理商家
	 [100]		 [157]
Unit 12	Date of Delivery	Unit 21	Joint Ventures
	交货日期		合资企业
	 [106]		 [165]
Unit 13	Customs Entries and Duties	Unit 22	Bid and Tender
	海关申报 ... [114]		招标投标
Unit 14	Inspection		 [172]
	检验货物	Unit 23	Registration of Trade Marks
	 [120]		注册商标
Unit 15	Business Insurance		 [179]
	商业保险 ... [126]	Unit 24	Processing and Assembling
Unit 16	Complaints		加工装配 ... [185]
	申诉抱怨	Unit 25	Product Promotion
	 [132]		产品推销
Unit 17	Claim		 [191]
	索赔损失	Unit 26	Technology Transfer
	 [137]		技术转让
Unit 18	After-sale Service		 [197]

Chapter 1 Contact

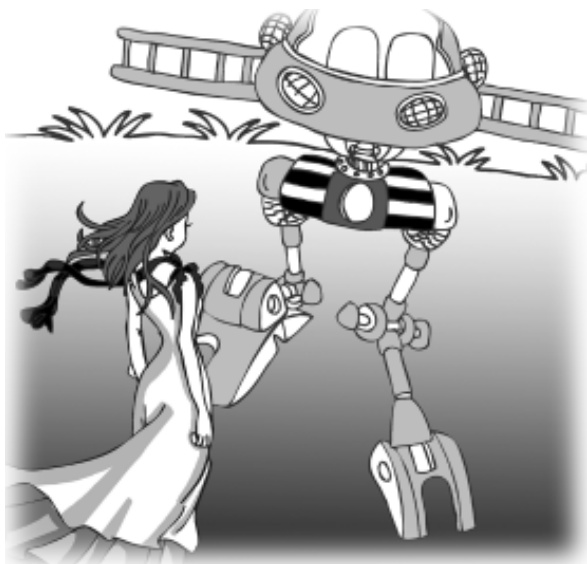


Chapter 1 会晤 Contact

Unit 1

Receiving the Customer
迎接客户

Glib Tongue for Business English





第一章 会话

Talk Show

脱口而出

Meeting the guests 接客见面

1. ✦ Excuse me. Are you Susan Davis from Western Electronics?
对不起,你是从西方电子公司来的苏珊·戴卫斯吗?
2. ✦ You must be Mr. Takeshita.
你一定是竹下先生吧。
3. ✦ 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·梅耶史先生吗?
4. ✦ I'm Dennis. I am here to meet you today.
我是丹尼斯,今天我到这儿来接你。
5. ✦ I'm Donald. We met the last time when you visited Taiwan. 我是唐纳德,上次你来台湾时我们见过面。
6. ✦ I'm Edwin. I'll show you to your hotel.
我是爱德温,我带你去旅馆。

Asking about the trip 询问旅途情况

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 very pleasant. 旅途非常愉快。
4. ✦ It was quite good. But it was awfully long.
这趟班机很好,但就是时间太长了。

Chapter 1 Contact



5. We were delayed taking off, and we encountered a lot of bad weather.

我们延误了起飞,我们遭遇了很多恶劣天气。

6. Did you get any sleep on the plane?

你在飞机上睡觉了吗?

2 Comprehend by Analogy 触类旁通

► 你好! 我是……。

● Hi! I'm Jack White.

● Hello! Jack White.

● Hello! I'm Jack White.

● How do you do? I'm Jack White.

● How do you do? My name's Jack White.

► 旅途愉快吗?

● How was your trip?

● Did you have a good trip?

● Did you have a good flight?

3 Reply Fluently 对答如流

Conversation 1

A: Good morning, Mr. Smith. Welcome to Wuhan.

B: Good morning!

A: Mr. Smith, did you have a good journey?

B: I just feel a little tired. You know, it took me 16 hours to get here.

A: You must take a rest today.

B: That's very kind of you, but I can do without a rest. I have long wanted to have a talk with you about the possibility of



第一章 会话

business between us.

A: We welcome good business. Anyhow, we know you must get tired by the flight, so we arrange a meeting tomorrow. Today you can have a good rest.

B: Thank you very much.

A: We hope your stay here a pleasant one!

B: I believe I will.

A: 早上好! 史密斯先生, 欢迎来到武汉。

B: 早上好!

A: 史密斯先生, 旅途愉快吗?

B: 只是有点儿累, 你知道到这儿需要 16 个小时。

A: 你今天得好好休息。

B: 你太好了。但是我不休息也可以。我一直想和你们谈我们之间商业往来的可能性。

A: 我们欢迎有意义的业务往来。但是, 我们知道你旅途一定很劳累, 所以我们把会议安排到了明天。今天你可以好好休息一下。

B: 非常感谢。

A: 我们希望你在这里过得愉快。

B: 我相信我会的。

Conversation 2

A: Excuse me, but are you Mr. Smith from Britain?

B: Yes, I am.

A: I'm from Textile Import and Export Corporation. I've come to meet you. My name is Zhang Yong.

B: How do you do, Mr. Zhang? I'm glad to meet you.

A: How do you do, Mr. Smith? Let me help you with your luggage.

Chapter 1 Contact



B: Thank you very much.

A: Did you have a good trip?

B: On the whole, not too bad.

A: Anyhow, it's a long way to China, isn't it? And I think you must be very tired.

B: Yes, I am, rather. But I'll be all right by tomorrow and ready for business.

A: I wish you a pleasant stay here.

B: Thank you.

A: Now, Mr. Smith, if all is ready, we'd better start for the hotel.

B: I'd like to. Let's go.

A: This way, please. Our car is waiting over there.

A: 对不起,您是从英国来的史密斯先生吗?

B: 是的,我是。

A: 我是纺织品进出口公司的,我是来接您的,我叫张勇。

B: 你好,张先生,很高兴见到你。

A: 你好,史密斯先生,让我帮你拿行李吧。

B: 非常感谢。

A: 旅途愉快吗?

B: 总的来说还不错。

A: 不管怎样,来中国的路程漫漫,不是吗? 我想你一定很累了。

B: 是的,我确实蛮累的,不过,明天我就会好的,准备谈生意。

A: 祝您在这儿过得愉快。

B: 谢谢。

A: 史密斯先生,如果一切都准备好了,我们最好动身去宾馆吧。



第一章 会话

B:好的,我们走吧。

A:请这边走,我们的车在那边等着。

4 Sentences 妙语连珠

高频词汇

receive [ri'si:v]	迎接
reception [ri'sepʃən]	接见
welcome ['welkəm]	欢迎,款待
suitcase ['sju:tkeis]	手提箱
luggage ['lʌgɪdʒ]	行李
freshen ['freʃn]	使精神饱满
interpreter [in'tə:prɪtə]	译员,口译者
journey ['dʒə:ni]	旅行
airport ['eəpɔ:t]	机场
stay [stei]	停留
flight [flait]	飞行
enjoyable [in'dʒɔɪəb(ə)l]	令人愉快

名言荟萃

1. A friend is a present which you give yourself.
朋友是自己送给自己的礼物。
2. Don't neglect old friends, even if you no longer need them.
即使你不再需要老朋友,也不要怠慢他们。

Chapter 1 Contact



Unit 2

Making an Invitation

邀请客户



Glib Tongue for Business English

Talk Show

脱口而出

Invitation in hospitality 盛情相邀

1. I come here to invite you to attend a symposium tomorrow. 我来邀请您参加明天的专题讨论会。
2. Please do accept our invitation.
请一定接受我们的邀请。

3. I would like to invite you to dinner next Saturday night.

我想邀请你下星期六晚吃饭。

4. Do you have time this evening?

你今晚有空吗?

5. Are you free tomorrow morning?

你明天上午有空吗?

6. We will be very glad if you can come.

如果你能来,我们非常高兴。

Accepting 接受邀请

1. Sure. I'll be glad to come.

当然,我乐意来。

2. Thank you for the invitation.

谢谢你的邀请。

3. With the greatest of pleasure. 非常荣幸。

4. I'd love to very much. 我很乐意。

Comprehend by Analogy 触类旁通

► 愿意来……吗?

● Like to come to my birthday party?

● Would you like to attend our party?

► 你会来……,对吗?

● You'll be able to come,

won't you?

● You will come to address the meeting, won't you?

► ……我希望你能参加。

● We're having a speech contest on Monday. I hope you could come.

Chapter 1 Contact



- We're going out for a picnic | to come.
this weekend. We'd like you |

3 Reply Fluently 对答如流

Conversation 1

- A: Hi, Mr. Wang. Do you feel like going boating with me?
B: Sounds interesting, I haven't gone boating for some time now. and what time?
A: How about tomorrow afternoon?
B: Sure. Where shall I meet you?
A: At the gate of the park.
B: Great. I look forward to meeting you.
A: See you then.
B: See you.

- A: 王先生, 你好, 你愿意跟我去划船吗?
B: 好极了! 我已有好长一段时间没有去划船了。什么时候去?
A: 明天下午如何?
B: 好的。我们在哪里见面?
A: 公园门口。
B: 太好了。期待着见你。
A: 到时见。
B: 再见。

Conversation 2

- A: Mr. Black? I'm from the Pacific Mechanical Company.
B: Oh, yes. Step inside, will you? I'll give you an idea of what

business I want to take up with you. Take a seat. We can go into details later.

A: Thank you.

B: Our speciality back in South Africa is wholesale supplying of screws, bolts, nuts, pins, studs, and that kind of things.

A: For wood or for metal?

B: For both. Now, do you make machines for producing such things?

A: Yes, we have a showroom not far away from here, Mr. Black. Are you free now?

B: Yes, quite free until noon.

A: Fine. Then, shall we go right away? I have a car outside.

B: Have you? That's splendid. Just let me get my things together. I won't keep you long.

A: Take your time, sir. I can wait.

A: 您是布莱克先生吧？我是太平洋机械公司来的。

B: 噢，是的。请进来好吗？我将告诉你一个可以和贵公司成交的生意的构想。请坐，让我们仔细地谈谈。

A: 谢谢。

B: 我们在南非，是专门批发的，供应的项目有螺钉、螺栓、螺母、销钉、键、饰针等，诸如此类的东西。

A: 是木制的还是金属制的？

B: 两种都有。你们有没有生产这类东西的机器？

A: 有，我们在离此不远的地方有个展示间，布莱克先生，您现在有空吗？

B: 有空，中午以前都有空。

A: 那好，我们马上去，好吗？我的车子在外面。

Chapter 1 Contact



B: 是吗? 那太好了。请让我整理一下东西。不会让你等太久的。

A: 先生, 请慢慢来, 我可以等的。

4 Sentences 妙语连珠

高频词汇

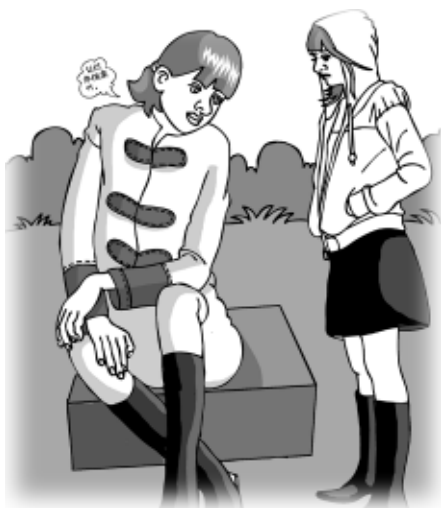
invite [in'vait]	邀请
accept [ək'sept]	接受
activity [æk'tiviti]	活动
hospitable ['hɒspitəbl]	盛情的, 好客的
host [həʊst]	主人
ask sb. over/about	请某人过来(到家里来)
have the pleasure of	有幸……
guest [gest]	客人
chinchin	客套
zeal [zi:l]	热忱, 热心

名言荟萃

1. A tree is known by fruit. 树靠果出名。
2. He is born in a good hour who gets a good name.
生逢其时, 美誉自至。
3. Vainglory blossoms but never bears.
虚荣光开花, 永远不结果。

Unit 3

Making an Introduction
介绍认识



巧嘴英语商务谈

Talk Show

脱口而出

Introduce oneself 自我介绍

1. Hello? This is Jack White. 喂? 我是……。
2. Hi! I'm Jack White. 你好! 我是……。
3. How do you do? My name's Richard.

Chapter 1 Contact



你好,我的名字叫理查德。

4. I don't believe we've met. I'm Jack White.

我相信我们没有见过面。我是……。

5. Excuse me. My name's Jack White.

对不起,打搅了。我叫……。

6. Allow me to introduce myself, Jack White from Microsoft. 请允许我自我介绍:我叫……。

Introduce somebody 介绍某人

1. Do you know Mr. Yang? 你认识杨先生吗?

2. Have you met Sam? 你见过山姆吗?

3. Meet my friend Anne. 见见我的朋友安妮。

4. Let me introduce our manager, Mr. Gates.

让我来介绍我们的经理,盖茨先生。

5. By the way, do you know each other? George, Henry.

顺便问一下,你们彼此认识吗? 这位是乔治,这位是亨利。

2 Comprehend by Analogy 触类旁通

► 这位是……!

● Meet my sister Jane.

● Look, here's Peter! Peter—
John, John—Peter.

● Oh, here's Jack. Jack, meet

Peter.

● Oh look, Kate's here. Kate,
come and meet John.

● This is Mr. Smith, manager of
the KT company.

Glib Tongue for Business English

► 请允许我介绍……。

- **Allow me to introduce Mr. Brown.**
- Please let me introduce Mr. Brown.
- May I introduce Mr. Brown?
- May I present Mr. Brown?
- Perhaps I could introduce Mr. Brown.

► 很荣幸向诸位介绍布莱克先生。

- **I'm honored to present Mr. Black.**
- I'm very pleased to present Mr. Black.
- It is with great pleasure that I introduce to you Mr. Black.

3 Reply Fluently 对答如流

Conversation 1

A: Miss Yang, have you met Mr. Longman?

B: No, I haven't.

A: Then let me make an introduction. This is Miss Yang. She works at the Bank of China. And this is Mr. Longman. He works in the Pacific Insurance Company.

B: I'm glad to meet you.

C: It's nice to meet you. Only if I could have met you earlier!

B: Could you make it a little clearer?

C: We have a lot of business to do with your bank. And there is a Chinese saying: "It's easier to do anything with an acquaintance".

B: Oh, really. And I'm sure you'll be of great help to me in the future.

C: I'd be glad to do whatever I can for you.