

**Unit One**  
**Basic Business Conversation**  
**第一单元 基础商务会话**

*Part One Greetings*

第一部分 问候

I. *Basic Sentences* 基本句

1. Good morning.  
早上好。
2. Good afternoon.  
下午好。
3. Good evening.  
晚上好。
4. How do you do?  
你好。
5. How are you?  
你好吗？
6. Fine, thanks. And you?  
很好 谢谢。你呢？
7. How's your family?  
你家人怎么样？
8. How are you getting on?  
你过得怎么样？
9. How is everything going?

- 一切都好吗？
10. It's a great honor to meet you.  
很荣幸见到你。
  11. I have often wanted to meet you.  
我一直想见你。
  12. I have often heard about you.  
久仰 久仰。
  13. I know you very well by reputation.  
久闻大名。
  14. Haven't run into you for a long time.  
好久没有见到你了。
  15. What's wrong with you, John?  
约翰 你怎么啦？
  16. I have been looking forward to meeting you.  
我一直期盼见到你。
  17. Give my best regards to your family.  
请代我向你的家人问好。
  18. Hi, Tom. This is a pleasant surprise.  
汤姆 你好。碰到你真是一个惊喜。
  19. How are you getting along with your work here?  
你在这儿工作怎么样？
  20. How's your son getting along with his study?  
你儿子的学习怎么样？

## II. *Dialogues* 对话

### Dialogue A 对话 1

A: Good morning, Mr. John Smith.

你好 约翰·史密斯先生。

B: Good morning, Mr. Chang.

你好 张先生。

A: I haven't seen you for a long time. How are you getting on?

好久没有见到你了，过得怎么样？

B: Fine, thanks. And you?

很好 谢谢。你呢？

A: Very well, thank you. Nice to meet you.

很好 谢谢。很高兴见到你。

B: Nice to meet you, too.

我也是。

### **Dialogue B 对话 2**

A: Hello! It's good to see you again.

嗨！真高兴再见到你。

B: It's been a long time, hasn't it?

好久不见了 不是吗？

A: How's the family?

家人都好吗？

B: Same as usual.

老样子。

A: How's your work going?

工作顺利吗？

B: Well, so so.

还好。

A: Give my best regards to your family.

请代我向你的家人问好。

B: Thank you very much.

非常感谢。

## *Part Two Meeting*

### 第二部分 接待

#### I. *Basic Sentences* 基本句

1. Excuse me, are you Mr Wilson from the International Trading Corporation?  
请问 你是国际贸易公司的威尔森先生吗？
2. My name is Wang Hua. I'm from the United Textiles Corporation. I'm here to meet you.  
我叫王华 是联合纺织公司的。我是来接你的。
3. It's very kind of you to have come.  
谢谢你来接我。
4. Welcome to China.  
欢迎你来中国。
5. Is this your first visit to China?  
这是你第一次来中国吧？
6. I hope you'll have a pleasant stay here.  
希望你能在这儿过得愉快。
7. We have a car over there to take you to your hotel.  
我们的车就在那儿 送你去宾馆。
8. You must be tired from the long flight. Please take a rest today.  
长时间搭乘飞机一定累了 今天就请好好休息吧。
9. Do you have much trouble with jet lag?  
时差对你影响大吗？
10. How's everything with you?

一切都好吗？

11. Mr David Smith asked me to come here in his place to pick you up.

大卫·史密斯先生要我代替他来接你。

12. Do you need to get back your baggage?

你需要去领行李吗？

13. Let me help you with that suitcase.

让我帮你提那只皮箱。

14. We've been anticipating your arrival.

我们一直期盼你的到来。

15. We will take your baggage to your hotel.

我们将把你的行李送到饭店。

16. Is there anything you'd like to do before we go to the hotel?

去宾馆前还有什么事要做吗？

## II. *Dialogues* 对话

### Dialogue A 对话 1

A: I am Wang of Tian Qiang Co. . I am here to meet you

我是天强公司的王先生。我是来接你的。

B: Oh, it's so kind of you. Thank you.

哦，太好了。谢谢你。

A: Did you have a nice trip?

旅途愉快吗？

B: Just perfect.

好极了。

A: Are you through with the formalities?

你的手续都办好了吗？

B: Yes.

是的。

A: I have reserved you a room with a balcony over-looking a beautiful lake.

我已经为你预订了一间房，在阳台上能看到美丽的湖泊。

B: Thank you very much. It's very considerate of you.

非常感谢 你想得真周到。

A: Well, I think we'll go to your hotel first.

那么 我想我们先去你住的宾馆吧。

B: Ok!

好！

### Dialogue B 对话 2

A: Excuse me, are you Mr Smith from the US?

请问 你是从美国来的史密斯先生吗？

B: Yes. I'm David Smith.

是的 我是大卫·史密斯。

A: My name is Li Hong. I'm from China Electronics Ltd. I'm here to meet you.

我叫李红，是中国电子公司的。我是到这儿来接你的。

B: Thank you very much.

非常感谢。

A: Welcome to Beijing.

欢迎你来北京。

B: Thank you. It's my pleasure to have an opportunity to visit Beijing.

谢谢。有机会访问北京我感到很高兴。

A: The pleasure's all ours.

我们感到非常荣幸。

B: I'm afraid this must be a lot of trouble for you.

恐怕这会给你们添很多麻烦。

A: No, no trouble at all. Did you have a nice flight?

没关系。旅途愉快吧？

B: Yes. The flight was smooth. The service was good.

是的。一路很顺利。服务很周到。

A: I'm glad to hear that. I think you must be tired after such a long trip.

听你这么说 我很高兴。我想 这么长的旅途 你一定累了。

B: Yes, a little bit. But I think I'll be all right tomorrow.

是的，有一点。不过我想明天就恢复过来了。

A: I hope you'll have a pleasant stay here.

希望你能在这儿过得愉快。

B: Thank you. I'm sure I will.

谢谢。我肯定会过得很愉快的。

A: Is this all your baggage?

这是你全部行李吗？

B: Yes, it's all here.

是的 都在这儿了。

A: We have a car over there to take you to your hotel.

我们的车就在那儿 送你去宾馆。

B: That's fine.

好的。

A: Right now, is there anything you would like to do before we set off?

我们在出发前你还有什么事需要处理吗？

B: Well, I'd just like to make a quick call to my wife; if that's all right.

哦 我这就给我夫人打个电话 可以吗？

A: Yes, of course.

当然可以。

## *Part Three Introductions*

### 第三部分介绍

#### I. *Basic Sentences* 基本句

1. May I introduce myself?

我可以自我介绍吗？

2. Let me introduce myself.

我来作自我介绍。

3. I want to introduce my friend Nancy to you.

我想把我的朋友南茜介绍给你。

4. Will you introduce me to that lady?

你能把我介绍给那位女士吗？

5. This is Mr Smith, a regular customer of ours.

这是史密斯先生 我们的一位老客户。

6. I don't think you have met my wife, Li Nan. Li Nan, this is Mr Smith, a friend of mine.

你不认识我妻子李楠吧。李楠，这是史密斯先生，我的一位朋友。

7. Mr Huang, I'd like to introduce Mr Liu.

黄先生 我向你介绍刘先生。

8. If I'm not mistaken, you must be Miss Chen from France.

如果我没弄错的话，你一定是从法国来的陈小姐。

10. I'm sorry, you've got the wrong person.

对不起 你认错人了。

11. Do you remember me? Wang Lin from Public Relations Section of PVC. We met several years ago.

你记得我吗？我是 PVC 公司公关部的王林。我们几年前见过面。

12. Don't I know you from somewhere?

我是不是在哪儿见过你？

13. You may not remember me. My name is Li Hui, from the Service Department.

你可能不记得我了。我叫李慧 在服务部工作。

14. Is there anyone who has not been introduced yet?

还有人没被介绍到吗？

15. Thank you for introducing me to such a nice person.

谢谢你介绍那么好的人给我认识。

16. It's my pleasure to talk with you.

和你谈话很愉快。

## II. Dialogues 对话

### Dialogue A 对话 1

A: Allow me to introduce myself. My name is Wu Ming, a manager in the Marketing Department.

请允许我作一下自我介绍。我叫吴敏，市场调查部的经理。

B: How do you do, Miss Wu? Pleased to meet you.

你好 吴小姐。见到你很高兴。

A: Nice to meet you, too, Here's my card.

我也是。这是我的名片。

B: Thank you. This is mine.

谢谢你。这是我的名片。

A: Let me introduce my colleagues here. This is Miss Chang.

This is Mr Chen.

我来介绍一下我的同事们。这位是张小姐 这位是陈先生。

B: Glad to meet you.

见到你们很高兴。

A: This is Miss Li, my secretary.

这位是李小姐 我的秘书。

B: Nice to meet you.

见到你很高兴。

#### Dialogue B 对话 2

A: Wang Xiong, you haven't met Mr Mike King, head of the England delegation, have you?

王雄 你还没有见过英国代表团的团长迈克·金先生吧？

B: No, not yet.

是的 还没有。

A: Well, come over and I'll introduce you. Hello, Mr Mike King, I hope you're enjoying the party.

来 我给你介绍一下。你好 迈克·金先生 希望你在今天的派对上过得愉快。

C: Yes, very much.

哦 我过得非常愉快。

A: Mr Mike King, I'd like you to meet a colleague of mine, Mr Wang, from our Export Department.

迈克·金先生 我向你介绍一下我的一位同事 王先生 他是我们出口部的。

C: How do you do?

你好！

B: How do you do? I'm very glad to meet you, Mr Mike King.  
你好！迈克·金先生 见到你非常高兴。

## *Part Four Parting*

### 第四部分 告别

#### I. *Basic Sentences*      基本句

1. Wish you a very pleasant journey home!  
祝归途愉快！
2. Have a good journey!  
一路顺风！
3. It's very good of you to come to see me off.  
谢谢你的好意 来给我送行。
4. Good-bye! Happy landing!  
再见！一路平安(坐飞机、轮船用)！
5. It's certainly been a great pleasure to have you. And I must, on behalf of my company, thank you again for your generous help.  
同你相处是很大的荣幸。我再次代表我们公司感谢你的慷慨帮助。
6. Thank you very much for everything you have done us during your stay in China.  
非常感谢你在中国为我们所做的一切。
7. I've come to say good-bye.  
我是来告辞的。
8. It's a pity you are leaving so soon.  
真遗憾 你这么快就要走了。

9. Can't you stay a little longer?  
不能再待一会儿吗？
10. On the eve of your departure, do you have any suggestions or advice?  
临走前 你对我们的工作有什么建议和意见吗？
11. Thank you for your warm reception and hospitality.  
感谢你们的盛情款待。
12. I do hope you'll come next time.  
我真的希望你下次能来。
13. Goodbye. Please remember me to your parents.  
再见。请代我向你们父母问候。
14. Don't forget to phone me when you arrive.  
到了后别忘了给我打电话。
15. Farewell, my friends. It's time to depart.  
再见，朋友们。是分手的时候了。
16. I'd like to say goodbye to you all.  
我得跟你们大家道别了。
17. Are you quite sure you can't stay for another day or two?  
你真的不能再呆一两天吗？
18. Take care. Come again when you feel like.  
保重。什么时候想来就再来。
19. I'm looking forward to seeing you again.  
我盼望着跟你再见面。
20. I'll see you to the airport tomorrow morning.  
明天早晨我把你送到机场。
21. Maybe we could get together sometime.  
也许我们什么时候能再相聚。
22. Wish you a safe trip home.

祝你一路平安。

## II. *Dialogues* 对话

### Dialogue A 对话 1

A: I've come to say goodbye.

我是来告别的。

B: When are you off?

你什么时候走？

A: I'm catching the 9:00 train.

我要赶九点的火车。

B: Goodbye. All the best.

再见。一切顺利。

A: Say goodbye to the rest of your family for me.

代我向你的家人告别。

B: Keep in touch.

保持联系。

### Dialogue B 对话 2

A: What time are you leaving?

你什么时候动身？

B: I'm catching the Eastern Airline Flight 105 tomorrow.

我赶明天东方航空公司的 105 次航班。

A: Anything we can do to help?

要我们帮什么忙吗？

B: No, thanks.

不用了 谢谢。

A: Hope to see you again.

希望再见到你。

B: So do I.

我也这样希望。

### Dialogue C 对话 3

A: It's very thankful of you to come and see me off.

你们来送我真是太感谢了。

B: My pleasure. I'm sorry you've got to leave us. We'll miss you.

我的荣幸。很遗憾你不得不离开我们了。我们会想你的。

A: The same. You all have given me so much help during my stay in Sichuan. How can I thank you?

我也会想大家的。在四川逗留期间，你们都给了我很大帮助。我不知怎么感谢才好啊！

B: You are welcome. It's a fine day and the weather is perfect for flying. I'm sure you will have a nice trip home.

别客气。今天天气很好，最适合飞行。我相信你一定会一路顺风的。

A: It's very kind of you to say so. Don't forget to look me up if you are ever in New York.

真感谢你这么说。你们要是到了纽约的话，可别忘了来找我。

B: We certainly will.

我们会的。

A: Thank you again for everything.

再次感谢你们所做的一切。

B: It's my pleasure.

我很乐意。

A: Goodbye.

再见。

B: Goodbye. Have a nice journey!

再见。祝旅途愉快。

## Unit Two

### Business Negotiation

### 第二单元 商务洽谈

#### *Part One Appointment*

#### 第一部分 预约

#### I. *Basic Sentences* 基本句

1. May I make an appointment?  
可以约个时间见面吗？
2. I've got a matter I'd like to discuss with you. Can I see you?  
我有件事想和你商量 我能来见你吗？
3. I'd like to talk to you for an hour or so next Monday. Could you spare the time?  
下星期一我想跟你谈一个小时左右 你能抽出时间吗？
4. Can we make it a little later?  
我们把时间稍微挪后一点好吗？
5. Let's fix the time and place of our meeting.  
我们订一下见面的时间和地点吧。
6. I've got something urgent to discuss with your manager. Could you make an arrangement?  
我有急事要和你们经理商谈 你能安排一下吗？
7. Let's make it half an hour from now.  
我们就约定半小时后见面。
8. That should be possible, but I can't give you a definite an-

swer right now, I'm afraid.

这个应该没问题，但恐怕现在我还不能给你肯定答复。

9. I'd like to arrange a meeting to discuss our new order.

我想安排和你见面一次 商谈一下我们的新订单。

10. Let's make it nine o'clock Friday morning. Would that be convenient for you?

时间定在星期五上午九点 这样对你方便吗？

11. Do you think you could make it Monday afternoon? That would suit me better.

能不能改成星期一下午？那样对我更合适些。

12. Thank you very much. I'll visit you then.

非常感谢。到时我会来拜访你。

13. Would you please tell me when you are free?

请问你什么时候方便？

14. Will you have time at nine in the morning?

你早上九点有空吗？

15. Would you do us the pleasure of attending our meeting?

如果你能来参加我们的会议 我们将很高兴。

16. Thank you for your kind invitation, but I already had an appointment that afternoon.

谢谢你的邀请，但正好那天下午我已经有一个约会。

17. I'm afraid I have to cancel my appointment.

恐怕我不得不取消我的约会。

18. It looks as if I won't be able to keep the appointment we made.

看来我不能赴约了。

19. I'm afraid not. I'm fully booked up tomorrow.

恐怕不行。我明天已经安排满了。

20. Will you change our appointment tomorrow at 10:00 to the day after tomorrow at the same time?  
你能将明天 10 点钟的约会改为后天 10 点吗？
21. Do you think it convenient to meet in your office?  
你认为在你办公室见面方便吗？
22. Could you make it some other time?  
你可以另约个时间吗？
23. Anytime except Monday would be all right.  
除了周一 任何时间都行。
24. Miss Black called to say she had to cancel her appointment with you for today.  
布莱克小姐来电话说她不得不取消今天和你的约会。
25. Sorry, Mr Wang has some unexpected business to attend to, and won't be able to make your appointment this evening.  
很抱歉 王先生突然有事 今晚不能赴约了。

## II. *Dialogues* 对话

### Dialogue A 对话 1

A: This is ABC Company.

ABC 公司。

B: Hello. This is Mr Wang. May I speak to Mr White?

喂 我是王先生 我可以和怀特先生通话吗？

A: Mr White is in meeting. May I help you?

怀特先生正在开会。我能帮你什么忙吗？

B: I've just arrived from England. I'd like to make an appointment with Mr White.

我刚从英国回来。我想和怀特先生订个约会。