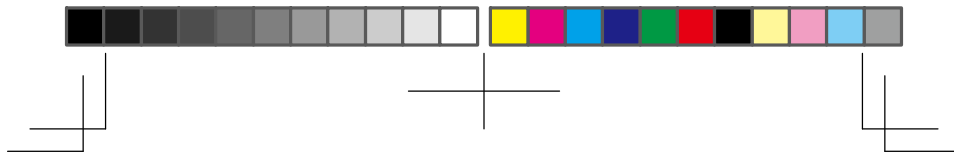




Chapter 3

走到哪儿用到哪儿的
1000 句商务口语

应急版



The 5000 most useful sentences for everyday use

句群 1-10



主题【介绍自己及同事】

Glad to meet you.

见到您很高兴。

May I introduce myself?

请允许我做自我介绍。

My name is Lilin, I'm from China.

我叫李林，来自中国。

This is Claire speaking.

我是克莱尔小姐。

I'm the sales reps of the company.

我是公司的销售代表。

I'm Jackson's secretary; I'm calling from International Trade Center. 我是杰克逊先生的秘书，从国际贸易中心打来电话。

How do you do! I am in charge for the sales in Beijing.

您好！我负责北京区的销售工作。

This is our sales manager, Mr. Wang.

这位是王先生，我们的销售经理。

May I introduce Mr. Wang, the director?

我来介绍一下，这位是董事长，王先生。

Let me introduce my colleagues to you.

让我介绍一下我的同事们。

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句群 11-20



主题【有关安排】

How do you think of Beijing?

您认为北京怎么样？

How long will you be staying here?

您要在这儿呆多久？

I hope I'll be able to show you around here.

我希望我可以带您到处看看。

Are you going to visit other cities besides Beijing?

除了北京之外，您是否打算去其他城市？

I will stay with you when you go sight-seeing.

您观光的时候，我会陪着您的。

My secretary will give you a guided tour tomorrow.

明天我的秘书会带您逛逛。

I hope you will have time to go to the Great Wall.

我希望明天你有时间去长城。

You can give me a call.

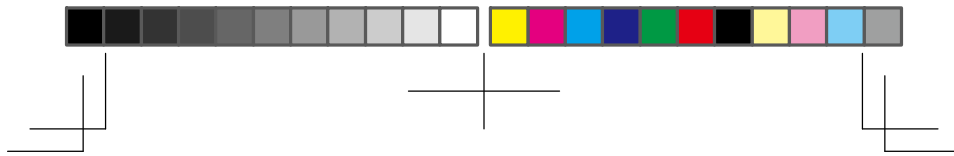
您可以和我电话联系。

How can I get in touch with you?

我怎么和您联络呢？

We'll visit our company first tomorrow.

明天我们会先参观我们的公司。



The 5000 most useful sentences for everyday use

句群 21-30



主题【一般性会谈】

They sent us several inquiries for chinaware last year.

去年收到他们几份瓷器的询价单。

Mr. Brown inquired for 100 tons of peanuts last month.

上个月布朗先生对100吨花生仁提出询价。

He inquired about the possibility of importing directly from China. 他询问从中国直接进口的可能性。

They promised to inquire into the case.

他们答应对此事进行查询。

They inquired after your health this morning.

今天上午他们问到你身体可好。

Right now, supply exceeds demand in the market.

目前市场供过于求。

We will receive new supplies of nuts in a week.

我们一周内可收到果仁新货。

The article is in short supply now.

这种商品目前缺货。

What quantity can you supply?

你能供应多少?

Large quantities of food grain have arrived.

大量粮食到货了。

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句群 31-40

主题【促销】

We have various selections of Mobile makes.

我们有各种各样的手机类型可供选择。

The qualities of the products are guaranteed.

我们的产品质量有保证。

You can have a look at the brochure.

您可以看一下小册子。

This brochure gives you a detail introduction of our company and products.

这本小册子详细介绍了我们的公司及产品。

We'll send a salesman with some demonstrations.

我们会派一位销售人员带样品给您看。

I'm sure you'll interest in them.

我相信你会感兴趣的。

We offer excellent after-sale service.

我们提供优质的售后服务。

When would be a convenient time for me to call back?

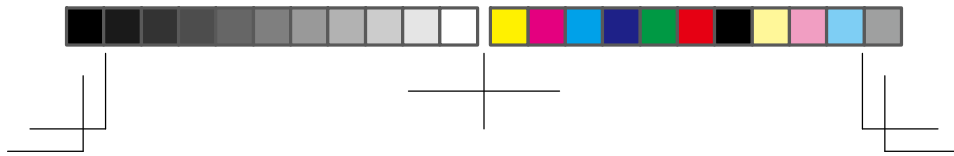
什么时候方便我再打电话过来?

I am not available now.

我现在没有时间。

I don't trust the telephone promotion.

我谢绝电话销售。



The 5000 most useful sentences for everyday use

句群 41-50



主题【介绍用语】

We offer after-sale services.

我方提供售后服务。

We offer free repairing service within the period.

在保质期内，我们提供免费维修服务。

The repairing period is 3 months.

产品的维修期是三个月。

Please contact the Service Department if you have any problems with the products.

如果您的产品有任何问题，请与我们的维修部门联系。

The Service Department locates on the third floor.

我们的维修部门在三层。

The telephone number of our after-sale service is...

我们的售后服务电话是……

I can guarantee you there's no quality problem with our products. 我可以保证我们的产品没有质量问题。

I'm sorry to hear that you're not satisfied with our products.

很遗憾听到您说对我们的产品不满意。

Thanks for your suggestions.

谢谢您的建议。

We'll give you a reply tomorrow.

明天我们给您答复。

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句群 51-60

主题【报价】

If you are interested, we will offer as soon as possible.

如果您感兴趣，我方将尽快报盘。

We put forward for your consideration an offer for new products. 我们报上新产品的价格供你方考虑。

Could you tell something about your price?

可以讲一下您的报价吗？

We can offer you various kinds of Chinese Cotton Piece Goods at attractive prices.

我们能以具有吸引力的价格向贵方报各式各样的中国棉布。

We are prepared to give you a quotation based upon the prevailing international market price.

我方打算按照当前的国际市场价格给你方报价。

The price we quoted is firm for 24 hours only.

我方报价24小时有效。

We get another lower offer.

我们另外得到的报价比这里低。

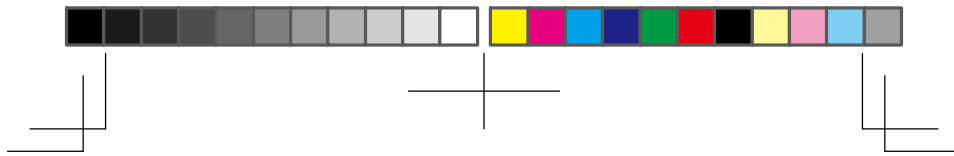
I assure that our price is the most favorable.

我向您保证我们的价位一定是最低的。

According to the quantity of your order, the price could be negotiable. 根据您的订购数量，价格可以商量。

I hope you'll have a second thought to it.

希望您能再考虑一下。



The 5000 most useful sentences for everyday use

句群 61-70



主题【讨价还价】

Unfortunately we cannot accept your offer, for your prices are too high. 很抱歉，你方价格过高，我方不能接受。

I am amazed at the prices you have given us.

你方的报价使我感到吃惊。

The prices are just not within striking range.

价格的确相距甚远。

If your quantity is considerably large, we can offer you 3% off. 如果你方订货数额很大，我们可给予3%的折扣。

The price of it is a little higher than the market price.

我们的价格略高于市场价格。

What is the fixed price for this article?

这件物品的定价是多少？

We ask you to discount by 10% off the list price.

我方请求贵方按照价目表价格打9折。

How much is the check price for this item?

这一货品的最低输出价是多少？

Please offer your discount price for this article.

请提供这一货物的折扣价。

I would like you to break the price down as low as possible.

我希望你能尽量杀价。

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句群 71-80



主题【接受报价】

We will accept the price reduction on 2% as in introductory line. 为了有助于开展业务，我们接受降价2%。

I am glad we have come to an agreement on price.

真高兴我们在价格上达成了协议。

Finally, we agreed on the contract terms.

最后，我们就合同条款达成了协议。

We agree that the price is workable.

我们同意这个价格是可行的。

We order 500 sets now.

我们现在就订500台。

We'll pay in cash in 2 weeks.

我们会在2周内支付现金。

Shall I fill in a order list?

需要填写订单吗？

Your price is suitable, we accept it.

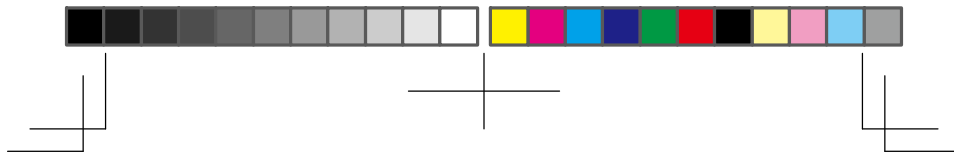
你方价格合适，接受报价。

We offer delivering service for free.

我们提供免费送货。

It must be delivered within 30 days.

30天内必须交货。



The 5000 most useful sentences for everyday use

句群 81-90



主题【信用证付款】

Please tell us about your payment terms.

请告知我们你方的付款方式。

Our terms of payment are by confirmed irrevocable letter of credit by draft at sight.

我们的支付方式是保兑的，不可撤销的，凭即期支付的信用证。

We have not received an advice of L/C even today.

本公司至今没有收到贵方的信用证通知。

Please let us know the L/C number.

请告知信用证的号码。

Our credit is valid until September 10.

我方的信用证有效期至9月10号为止。

We are prepared to accept payment by D/P at sight.

我方准备接受即期付款交单方式。

The only way to do this business is to effect payment by T/T at the time of loading.

做这笔买卖的唯一方法是在装船时电汇付款。

To avoid having out funds tied up, can we make the payment by L/C after sight?

为了避免我方资金呆滞而不能自由使用，开远期信用证如何？

I think we can make payment for this order by documentary collection. 我认为我方能用跟单托收方式支付这次的订单。

We would ask you to amend the L/C immediately to enable us to effect shipment.

请贵方立即修改信用证使我们能够装船。

句群 91-100



主题【争取较好条件】

We have to pay a higher price.

我们只得付高价。

It doesn't pay to open an L/C for such a small order.

为这么小一批订货开信用证不合算。

Shipment in June may involve damage by heat.

6月份发货可能会发生货物因热受损。

I hope this will not involve you in any inconveniences.

我希望这不会让你不便。

To airmail the parcel may involve a lot of expenses.

这批货如果空运，会要不少费用。

The supply falls short of the demand.

供不应求。

There is a great demand for vegetables here.

这里对蔬菜需求很大。

The product is much in demand in this area.

这个地区对这种产品有很大需求。

This will be sent to you on demand.

函索即付。

Now, shall we go on to discuss the terms of payment?

现在我们可否接下去谈谈付款条件？