



新世纪高职高专

商务英语专业系列规划教材

世纪商务英语

谈判口语

第三版

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Leading-in Questions

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Roles Simulation

Q1

What issues should be involved in receiving visitors?

Receiving visitors usually involves greeting and introducing, small talk, business dinning and further contact.



Q2

What is the importance and benefits of making correct business introduction and greetings?

Importance and benefits of making correct introduction and greetings are actually beyond our imagination in reality. Ordinary channels, through which new potential sellers and buyers meet together, such as international trade fairs or exhibitions, require much money for participants, especially for products and service providers in the contemporary commercial world. After you spend expensive fees of renting, traveling and boarding, what you only get is the chance of meeting new customers. Without correct introduction and greeting skills you might offend others, or at least find it difficult to impress potential clients for further business contact, let alone reach a deal.



Q3

In your opinion, what seems to be the golden rules that ensure you will be welcome when you have the first face- to- face business contact with a new customer?

The golden rules can be brainstormed by the whole class. Every student is encouraged to talk and hopefully a warm air of discussion can appear.





A: I don't believe we've met.

B: No, I don't think we have.

A: My name is Chen. Here's my name card. It's nice to finally meet you.

B: How do you do? My name is Fred Smith. And I'm glad to meet you, too.

A: Do you have a calling card?

B: Yes, right here. Here's mine.

A: Thanks.

Notes:

“名片”一词，英语除了“name card”之外，还有所谓的 calling card, visiting card 或 business card 等等，性质大同小异；“to finally meet”属于不定式（to）+ 副词（finally）+ 动词原形（meet）的句型。有些语法学家并不喜欢这种用法，然而在“to”与动词之间插入副词的说法，在日常生活中却很常见；“Do you have a calling card?”和“May I have your calling card?”表达同样的意思：“能否惠赐您的名片呢？”或“请交给我名片”。

Drill 1

翻 译



A: 我们以前没见过吧?

B: 我想没有。

A: 我叫陈。这是我的名片。很高兴终于与你见面了。

B: 您好, 我是弗烈德·史密斯。我也很高兴见到你!

A: 您有名片吗?

B: 有的, 就在这儿。喏, 这是我的。

A: 谢谢!





A: Is that the manager over there?

B: Yes, it is.

A: Will you introduce me to the new manager? I haven't met him yet.

B: Haven't you met yet?

A: No, we haven't.

B: OK. Let me introduce him to you. I'll be glad to do it.

Notes:

第二句 “Yes, it is.” 中，之所以使用中性的 “it” 而不使用 “he” 或 “she”，是因为第一句用了 “that”（那个人）；“Haven't you met yet?” 的 “you” 为复数形的 “you”，所以这一句的意思是说 “你们两人尚未见面吗”

Drill 2

翻 译



A: 那边的那位是经理吧?

B: 没错。

A: 请替我引见一下新来的经理好吗? 我还没见过他呢。

B: 你们还没见过面吗?

A: 嗯, 没有。

B: 行。我来给您介绍。我很乐意这样做。





A: May I call you next week?

B: Yes. But, do you know my number?

A: No, I don't. I'll call you if you give me a name card.

B: I'm sorry, but I don't have any with me now.

A: Just tell me your number, in that case.

B: It's 3738-2659.

A: 3738-2659. OK, I got it. Here's my card, and if I can do anything for you, please don't hesitate to let me know.

B: I will. Thank you!

Notes:

“in that case” 作 “既然这样，在这种情况下” 解； “please don't hesitate to...” 这一句话仅在你认为别人可能会向你索要东西或寻求帮助时使用。如果你想向别人索要东西或寻求帮助时，只需说 “please” 即可。当然你也可以说 “I would appreciate it if you would ...”, “I would be grateful if you would ...” 或者 “I would be obliged if you would ...” 等。

Drill 3

翻 译



A: 我下星期给您打电话好吗?

B: 好的。不过，你知道我的号码吗?

A: 不知道。给我一张名片吧，我会给您打电话。

B: 真抱歉，我现在身上没带。

A: 这样子，那就告诉我你的电话号码好了。

B: 3738-2659 。

A: 3738-2659 。好，我记住了。这是我的名片，有什么需要我效劳的地方，请别客气。

B: 我会的。谢谢!





A: What's your hobby?

B: My favorite hobby is fishing, for it is both interesting and meaningful. It also tempers my willpower.

A: I'm fond of going fishing, too. But I think fishing is very difficult for me.

B: It's easy as long as you take time and patience.

A: You're right. Stamina is what we need to achieve success, and what young people usually lack.

B: I couldn't agree more.

Notes:

“temper” 作动词时意思是“锻炼，调剂，缓和”，所以“temper willpower” 可以理解为“锻炼意志力”；“stamina” 这里指“毅力，耐力”。

Drill 4

翻 译



A: 您的业余爱好是什么?

B: 我最喜欢钓鱼, 因为它不仅有趣而且有意义, 还能磨练我的意志。

A: 我也喜欢钓鱼, 但是它对我来说太难了。

B: 不难, 只要你肯花时间, 有耐心。

A: 你说得对。要想获得成功, 就要有毅力, 而这通常正是我们年轻人所缺少的。

B: 我完全同意。





A: Mr. Johnson, you speak excellent Chinese.

B: Thank you for saying so.

A: Where did you learn your Chinese?

B: In Canada. I had learned it from high school to university. Then I went to a language school to improve my business Chinese communication.

A: That's marvelous! Your Chinese is certainly superb. You almost speak as well as Chinese.

B: Thank you. I appreciate your compliment.

Notes:

“That's marvelous!”是个感叹句，用来对某件事、某个人或者某种现象表示感叹，相当于汉语的“真是太不可思议了”，“太好了，好极了”等；“superb”是个形容词，意思是“极好的，极棒的”；“I appreciate your compliment.”可以翻译为“谢谢

Drill 5

翻 译



A: 约翰逊先生，您的汉语讲得真好啊！

B: 谢谢您这么说。

A: 您在哪儿学的汉语啊？

B: 在加拿大。我从高中开始到大学都在学，随后又去了一所语言学校提高我的商务汉语交际能力。

A: 真了不起，您的汉语真棒。您说得几乎像中国人一样好。

B: 谢谢您。谢谢夸奖。





A: How many times have you been to Guangzhou, Mr. Robinson?

B: This is my second time. The last time was in spring.

A: Did you enjoy your staying here last time?

B: Yes, except the weather. It kept raining, and the weather was cold and wet. It made me feel very uncomfortable. I even had a bad cold.

A: That's too bad. But don't worry this time. Autumn is the best season of a year here. It's neither hot nor cold. I think it must be fine while you stay here. I could show you around then.

B: That's wonderful. I think I'll enjoy it.

Notes:

“show sb. around”意思是“带某人参观，陪某人到处逛，引导他人四处走走”。

Drill 6

翻 译



A: 罗宾逊先生，您来广州几次了？

B: 这是我第二次来。上次来是在春天。

A: 上次您在这过得还好吗？

B: 还行，就是天气不太好。天下着雨，又冷又湿的。我觉得很不舒服，还得了重感冒呢。

A: 那真是太糟了。不过这次您不用担心，秋天是这里最好的季节，既不太热也不太冷。我想这次在您逗留期间一定会有个好天气的。到时我可以陪您到处逛逛。

B: 太好了。我想我会过得很愉快的。





A: How far is it from here to the heart of the downtown area?

B: Quite a distance. It takes about 15 minutes on foot.

A: The city is undergoing a lot of changes. All the streets seem to be so busy.

B: Yes, especially during rush hours. The traffic is extremely heavy.

A: No wonder you have built a lot of pedestrian overpasses.

B: But transportation is still quite a problem to be solved.

A: That's something common to most cities.

Notes:

“downtown area” 指“市中心或商业闹市区”，相应地，居住区叫“uptown”；
“undergo” 这里作“遭受，正处在某种状态下”解；“rush hours” 指“交通高峰期”；
“pedestrian overpasses” 相当于我们汉语的“人行天桥，步行天桥”。

Drill 7

翻 译



A: 这儿到市中心有多远?

B: 有一段路。步行大约 15 分钟。

A: 这个城市正在大变样。所有的道路看起来都很繁忙。

B: 是的。特别是在上下班的高峰期, 路上拥挤不堪。

A: 难怪你们修了那么多的人行天桥。

B: 但交通依然是个有待解决的问题。

A: 大多数的城市都有这个问题。





A: What's your impression of our country, Mr. Gary?

B: I don't know much about your country, I'm afraid. But I admire your long standing history and splendid civilization.

A: Every country, every nation has its own rich historical heritage.

B: Chinese civilization is one of the oldest ones in the world.

A: As far as natural science is concerned, we are still lagging behind. We need to learn advanced knowledge from other countries.

B: You have been making rapid progress in this field.

Notes:

“long standing” 这里作“设立了很久久的，维持或存在了很久的”解，所以这里可以翻译为“悠久的”；“splendid”指“极好的，壮观的，灿烂的”；“historical heritage”意思是“历史遗产”；“lag behind”中的 lag 作动词是“走得慢，滞后”的意思，所以整个短语可以翻译为“落后”。

Drill 8

翻 译



A: 加利先生，您对我们国家的印象如何？

B: 我对贵国的了解恐怕太少，不过我对贵国悠久的历史 and 古老的文明非常仰慕。

A: 每个国家，每个民族都有自己丰富的历史遗产。

B: 中华文明是世界上最古老的文明之一。

A: 就自然科学而言，我们还很落后。我们必须向其他国家学习先进的知识。

B: 在这方面你们已经取得很大进步了。





English for Chinese Typical Business Expressions

1. 请允许我介绍一下我自己。 / 我来介绍一下我们的成员。 / 我是王彼得，X 公司的市场部经理。
/ 我在 X 公司工作，担任市场部经理。 / 您在 X 公司担任什么职务？

Allow me to introduce myself.

May I (Let me) introduce our team?(.)

I'm Peter Wang, the Marketing Manager at X Company.

I'm Peter Wang of X Company, Marketing Manager.

I'm Peter Wang from X Company.

I work as Marketing Manager for X Company.

What sort of work do you do at X? / What do you do there?





English for Chinese Typical Business Expressions

2. 我常听怀特先生说起您。 / 我们一直在恭候着您的光临。 / 我已经恭候多时了。 / 对不起让您久等了。 / 对不起我来晚了。

I've heard a lot about you from Mr. White.

We've been looking forward to your coming.

I have been expecting you.

Sorry to have kept you waiting.

I'm sorry I'm late.





English for Chinese Typical Business Expressions

3. 很高兴见到您，泰勒先生。 / 很高兴有机会认识您。 / 很荣幸见到您。（—— 用于初次见面时）

I'm glad to meet you, Mr. Taylor.

I'm very happy to meet you. Mr. Taylor.

Glad (Nice, Pleased) to meet you. Mr. Taylor.

Glad to have the opportunity of meeting you.

It's a pleasure to meet you. 再见，泰勒先生，很高兴与您认识。（—— 用于分手时）

Goodbye, Mr. Taylor. I'm very glad to have met you.

It was very nice meeting you.

Nice to have met you.





English for Chinese Typical Business Expressions

4. 一路如何？ / 旅途还好吗？ / 希望您这一路旅途愉快。 / 到中国旅途遥远，是吧？ / 长途旅行后（十多个小时飞行后）您一定很累（精疲力尽）了。 / 喝杯咖啡（冲个澡后您会恢复精神的）。

How is (was) your flight (journey)?

Did you have a good flight (pleasant trip)?

I hope you've had an enjoyable trip.

It's a long way to China, isn't it?

You must be very tired (exhausted) after the long journey (more than ten hours' flight).

You'll get refreshed after a cup of hot coffee (a shower)





English for Chinese Typical Business Expressions

5. 这趟航班很好，就是飞行时间太长了。 / 我们起飞延误了，并遭遇了很多恶劣天气。 / 我觉得时差让我觉得有些不适。 / 您能到机场接我真是太好了。 / 感谢您专程来接我们。 / 感谢您挤出时间来接我们。

The flight was quite good. But it was awfully long.

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

I'm feeling a little jet lag.

It's nice of you to come and meet me at the airport.

Thank you for picking us up.

Thank you for taking the time to meet us.





English for Chinese Typical Business Expressions

6. 有朋自远方来，不亦悦乎！ / 很高兴您能如约而来。 / 我们还未有幸和布朗先生谋得一面呢。 / 时间过得真快！我们还是两年前见的面呢。 / 我第一次到这来已经是十年前的事情了。

It's a pleasure to meet friends coming from afar.

I'm pleased you could keep your appointment.

We haven't had the pleasure to meet Mr. Brown.

How time flies! We met two years ago.

It was 10 years ago when I came here for the first time.





English for Chinese Typical Business Expressions

7. 您到过中国吗？ / 您是第一次来中国吗？ / 您喜欢这个城市吗？您觉得这儿的天气怎么样？ / 我们的城市给您留下了什么印象？ / 您习惯这儿的天气吗？ / 您觉得在这里工作怎么样？

Have you ever been to China?

Is this your first trip to China?

Do you like this city? What do you think of the weather here?

What's your impression of our city?

Are you used to the weather here?

How do you like working here?





English for Chinese Typical Business Expressions

8. 您的业余爱好是什么？ / 您经常在电视上看体育节目吗？ / 我最喜欢的消遣是体育，尤其是足球。
/ 在大连期间，您想去哪里观光一番？ / 在北京，您有特别想看的地方吗？ / 您有没有什么地方想要参观的？我可以为您安排。

What's your hobby (pastime)?

Do you often watch sports programs on TV?

My favorite pastime is sport, especially football.

Are there any sights you'd like to see while you are in Dalian?

What are you particularly interested in seeing in Beijing?

Is there any place you'd like to visit in particular? I could help you arrange that.





English for Chinese Typical Business Expressions

9. 您的汉语知识确实令我惊讶？ / 真不敢相信您的中文这么好。 / 真了不起！ / 这让我印象太深了。

Your knowledge of Chinese is really surprising.

I cannot get over how good your Chinese is.

That's marvelous!

It's indeed amazing.

It's really remarkable.

Very impressive.

I'm impressed with it.

You're really impressing me.





English for Chinese Typical Business Expressions

10. 我们最好动身去宾馆吧。 / 我来帮您提行李。 / 我可以助您一臂之力吗？ / 请这边走。我们的车在那儿。 / 外面有车在等您，请这边走。 / 我们在出口处安排了车，请这边走。

Your knowledge of Chinese is really surprising.

I cannot get over how good your Chinese is.

That's marvelous!

It's indeed amazing.

It's really remarkable.

Very impressive.

I'm impressed with it.

You're really impressing me.





1. (Mr. Chen is meeting Mr. Paula and his team, guests from Seattle, at Baiyun Airport.)

C: Excuse me. Are you from North America?

P: Yes. We are from Seattle.

C: You must be Mr. Paula from Pacific Industries Ltd., America ?

P: Yes, I'm Simon Paula. You are...?

C: Allow me to introduce myself. I'm from the Guangzhou Garments Import and Export Corporation. My name is Chen Hui. Here's my name card. Our corporation has assigned me to be your host here in Guangzhou.

P: How do you do, Mr. Chen?

C: How do you do, Mr. Paula. On behalf of our corporation, I'd like to extend to you our warm welcome. And I hope you'll enjoy your stay here.

P: Glad to meet you, Mr. Chen. It's nice of you to come and meet us at the airport.

C: It's a pleasure to have the opportunity of meeting you.

P: The pleasure is mine. Let me introduce my colleagues. This is Mr. George Quince, our Sales Manager. And this is Mr. David Copperfield, General Manager Assistant.

&: How do you do? Nice to meet you.

C: Nice to meet you, too. Welcome to Shanghai.

G: Thank you.

C: Well, have you claimed your luggage? How many pieces of luggage do you have?

翻译



**1. (Mr. Chen is meeting Mr. Paula and his team, guests from Seattle, at Baiyun Airport.)**

P: Look, it's just over there. We have only three suitcases.

C: OK. Let me help you with it.

P: No, thanks. I can manage all right. It's not so heavy as it looks. Come on, let's get out of the hall.

C: We've been expecting you ever since you faxed us the date of your arrival.

P: Thank you, Mr. Chen. I've been looking forward to this trip. It's been my wish to see your beautiful country with my own eyes. And I'm glad to say this dream of mine has eventually come true.

C: I hope you'll enjoy your stay here and see more about China, Mr. Paula.

P: Thank you. I'm sure I will have a wonderful time here.

C: Did you have a good flight, Mr. Paula?

P: Just wonderful. Good food and good services.

C: It's a long way to China. You must be very tired after more than ten hours' flight.

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

C: Anyhow, I think you'd like to freshen up a bit and take a rest to overcome the jet lag. We'd better start for the hotel now.

P: Yes, thank you. We are at your disposal.

C: This way please. Our car is in the parking lot. I'll go and bring it around. Would you please wait here for a moment?

P: OK, no problem.

翻译



Notes

1. 初次见面时，如果能够确定对方的身份，你可以直接用 Are you... 或者 You are... 的句型。在介绍自己时，通常使用 My name is ... 或者 I'm... 的句型。比较正式の場合则要用 Allow me to introduce myself... 或者 May I introduce myself... 这样的句式。
2. assign 有确定、指定的意思。这里意为“分派，指派”。
3. host 指接待人员
4. on behalf of (sb.) 代表、替代 (某人)，也可以表述为 on sb.'s behalf。
5. hall 这里指机场大厅
6. freshen up 原意指通过盥洗、更衣等使 (自己) 精神饱满。这里可以理解为“休整恢复”。
7. jet lag 飞行时差反应
8. start for 意思是“出发前往”，与 leave for 的用法相同。
9. at one's disposal 是口语中的常用短语，意思是由某人做主，听从安排。经常被翻译成“悉听尊便”。
10. parking lot 指停车场



C: 请问,你们是从北美来的吗?

P: 是的,我们来自西雅图。

C: 您一定是美国太平洋实业有限公司的波罗先生吧?

P: 是的。我是西蒙·波罗。您是?

C: 请允许我做个自我介绍。我是广州服装进出口公司的,我叫陈辉,这是我的名片。公司委派我作为你们在广州期间的接待人员。

P: 你好,陈先生。

C: 你好,波罗先生。我代表我们公司热烈欢迎你们到广州,并希望你们在这里过得愉快。

P: 很高兴认识您陈先生。并且非常感谢您能来机场接我们。

C: 我很荣幸能有机会来接您。

P: 这是我们的荣幸。我来介绍一下,这是乔治·昆士先生,我们的销售部经理。这位是大卫·科波菲尔先生,我们的总经理助理。

&: 您好,很高兴认识您。

C: 我也很高兴认识你们。欢迎到广州来。

G: 谢谢!

C: 嗯,你们领行李了吗?有几件行李?



P: 诺，就在那边。咱们就只有三个手提箱。

C: 来，我来替你拿。

P: 不用了，我自己能行。这箱子不像看上去那么重。走，我们出去吧。

C: 自从您传真告诉我们你们的到达日期以来，我们一直都在期待着你们的到来。

P: 谢谢您，陈先生。我们也一直在期待着这趟旅行。我一直希望亲眼看看你们美丽的国家。很高兴我这个愿望终于实现了。

C: 波罗先生，希望您在这里过得愉快，多多了解中国。

P: 谢谢。相信我会过得很愉快的。

C: 波罗先生，你们旅途还好吧？

P: 很好。饮食好，服务好。

C: 来中国路很远，想必经过十几个小时飞行你们一定很累了。

P: 是的，挺累的。不过明天就会复原，可以谈业务了。

C: 尽管如此，我想你们一定愿意稍加休息，恢复一下，调整时差。我们现在最好还是去旅馆吧。

P: 好的，谢谢。我们听从你们的安排。

C: 请走这边。我们的车在停车场，我去把它开过来，你们在这等一会儿好吗？

P: 好的。没问题。



2. (Mr. Wang is meeting Mr. Jackson, one of his old customers, at the airport.)

J: How are you, Mr. Wang? Long time no see. It's so nice of you to come and meet me at the airport.

W: I'm very well, Mr. Jackson. Believe me. It's a pleasure to meet friends coming from afar.

J: How's your business these days? Busy as usual?

W: Yes, indeed. Now I'm an assistant manager of the company.

J: Oh, great! Congratulations!

W: I'm so glad to see you again. If memory serves, it has been almost two years since our last meeting.

J: Yes, that's right. We met two years ago.

W: How time flies! Yes, by the way, how long do you intend to stay here this time?

J: About two weeks.

W: Great! We'll have enough time for our business talks. And between talks, we'll arrange some sightseeing for you, if you wish.

J: Wonderful! Nothing could please me more.

W: Which hotel are you going to stay this time? Would you like to stay in the same one?

J: Yes. It's quite comfortable. Good food and good service.

W: I'm so glad to hear that. How is Mr. Ross, who came here last time together with you?

J: He's fine, still in the firm. By the way, how's your company doing these days?

W: Pretty well. We are far ahead of our export target.

J: Our clients are also very satisfied with your products.

W: Glad to hear that.

翻译



Notes

1. Long time no see. [俚语] 好久不见。（源自旧中国港口的洋泾浜英语）
2. afar 做名词时意思为“远处，遥远”，所以这句话可翻译成“有朋自远方来，不亦悦乎”。
3. 这句话的原意是“如果我的记忆还能正常发挥功能”，所以整句可以翻译为“如果我没记错的话”。
4. How time flies! 感叹句，口语常用语。意思是“时间过得飞快”，相当于中文的“日月如梭，时光飞逝，时间过得真快啊！”等。
5. by the way 意思是“顺便说说；附带提一下”，口语中常用。
6. sightseeing 指观光，浏览
7. Nothing could please me more. 与 I couldn't agree more. 的句式相似，可翻译为“对此我是再满意不过了。”
8. be ahead of 是“在……前，领先于……”的意思，所以这里可翻译为“遥遥领先于……”
9. export target 这里指出口指标



J: 你好吗, 王先生? 好久不见! 您能来机场接我真是太好了。

W: 我很好, 杰克孙先生。请相信我, 有朋自远方来是件很愉快的事情。

J: 最近你们的业务怎么样? 跟以前一样忙吗?

W: 的确如此。现在我是公司的经理助理了。

J: 呃, 太好了。祝贺您啊!

W: 真高兴又和你见面了。如果没记错, 我们上次见面到现在差不多有两年了吧。

J: 没错, 我们是两年前见的面。

W: 时间过得真快啊! 对了, 顺便问一下, 这次您打算在这儿呆多久?

J: 大约两周左右。

W: 太好了, 那我们有足够的时间洽谈生意。在谈生意期间, 如果您愿意, 我们可以为您安排一些观光游览。

J: 太好了! 对此我是再满意不过了。

W: 这次您打算住在哪里? 还住上次的那家酒店吗?

J: 是的。该酒店很舒适。可口的食物, 优质的服务。

W: 您这么说真让我高兴。上次和您一起来的罗斯先生好吗?

J: 他很好, 还在公司里。顺便问一下, 近来你们公司生意怎么样?

W: 很好。我们已经大大超过了出口指标。

J: 我们的客户对你们的产品也非常满意。

W: 听您这么说我真高兴。



Situational Information:

Mr. Parker finally made his trip to China to negotiate with GFTD. He just arrived at the Guangzhou Baiyun airport.

Mr. Pan, the Manager of the Export Department, cannot come in person because of an urgent matter. So Mr. Pan sent Miss Lin, his secretary, to meet Mr. Parker at the airport. And he himself would be expecting them at the gate of the hotel in which Mr. Parker will stay later.

翻译



帕克先生终于启程到中国准备与广州对外贸易发展公司正式磋商了。现在他刚刚抵达广州白云机场。因为有急事，该公司的出口部经理潘先生不能来机场，所以他派他的秘书林小姐到机场迎接帕克先生，而他自己稍后则会在帕克先生下榻的酒店门口等他们。



Role 1. Suppose you are Miss Lin. You are going to meet Mr. Parker and his companion Jack at the airport. Try to complete the following dialogue with some of the drills and expressions in Part II and III. The Chinese in the brackets are for your reference only.

L: (请问, 您是帕克先生吗 ?)

P: Yes, I'm David Parker from America.

L: (您好, 帕克先生。很高兴认识您。我是广州对外贸易发展公司的林。我是潘先生的秘书。这是我的名片。)

P: How do you do? Miss Lin. Pleased to meet you, too. Now, may I introduce? This is Mr. Jack, my colleague. He is the head of our Legal Department.

J: How do you do? Miss Lin. Glad to meet you.

L: How do you do? (帕克先生, 杰克先生, 欢迎你们到中国。潘先生派我来迎接你们。)

P: How is Mr. Pan?

L: He's fine. (因为有急事, 他不能亲自来接你们, 对此他感到非常抱歉。不过稍后他会在你们下榻的酒店门口恭迎你们。)

P: Thank you, Miss Lin. It's so nice of you to come and meet me at the airport.

L: (这是我的荣幸。希望您这一路旅途愉快。)

P: Fine. We had a very pleasant flight.

L: I'm very glad to hear that. (这么长时间的飞行后, 您现在一定筋疲力尽了。如果没有什么其他事, 我们最好还是动身去旅馆吧。)

P: That's great! Thank you. Miss Lin.

翻译



L: (Excuse me, but are you Mr. Parker?)

P: Yes, I'm David Parker from America.

L: (How do you do? Mr. Parker. It's nice to meet you. I'm Lin from Guangzhou Foreign Trade Development Company. I'm the secretary of Mr. Pan. This is my business card.)

P: How do you do? Miss Lin. Please to meet you, too. Now, may I introduce? This is Mr. Jack, my colleague. He is the head of our Legal Department.

J: How do you do? Miss Lin. Glad to meet you.

L: How do you do? (Welcome to China, Mr. Parker and Mr. Jack. Mr. Pan has assigned me to come and meet you.)

P: How is Mr. Pan?

L: He's fine. (He's sorry he can't come to meet you in person because of an unexpected urgency. But he will be expecting you at the gate of the hotel you stay.)

P: Thank you, Miss Lin. It's so nice of you to come and meet me at the airport.

L: (It's my pleasure. Hope you had a good trip.)

P: Fine. We had a very pleasant flight.

L: I'm very glad to hear that. (You must be exhausted now after such a long flight. If all is ready, we'd better start for the hotel.)

P: That's great! Thank you. Miss Lin.



Role 2. Miss Lin is making a small talk with Mr. Parker on the way to the hotel. Suppose you are an interpreter. Try to interpret for them.

P: Lovely day today, isn't it?

L: 可不是吗！这个时候是一年中最好的季节。气候宜人，不冷不热的。到处地方都是绿油油的，鲜花盛开。许多外国人都前来观光度假。

P: It seems I'm just in time for my business trip here. I hope it keeps fine for the weekend.

L: 我想这个周末一定是一个好天气。到时我可以陪您去观光。

P: That's wonderful. I think I'll enjoy it. Where is the hotel located, Miss Lin?

L: 从机场到酒店大约需要 35 分钟。

P: It's quite a distance. Wow, I see many new buildings over there.

L: 那些是新建的居民区。

P: Is the city very large ?

L: 是的，的确很大。这是广东省的省会城市，人口有 1200 多万。

P: What about the climate here?

L: 春、夏、冬时间相对短一些，夏季比较长。一月最冷，七、八、九月最热。

P: I see a flyover over there. I suppose we'll get into the city centre soon.

L: 这是一条新建的街道。我们马上就要到酒店了。

P: What a beautiful street with trees and flowers in the either side of it.

L: 帕克先生，我们到酒店了。请下车吧。

P: All right.

翻译



P: 今天天气真不错，是吗？

L: Yes, it is. It is the best season of the year. The weather is not hot and not cold. it's very pleasant. Everything looks green with the buds coming out everywhere. A lot of foreigners come to go sightseeing and spend their holidays.

P: 看来我这次商务旅行来得正是时候。希望这种好天气能维持到周末。

L: I think it must be fine this weekend. I could show you around then.

P: 太好了。我想我会很愉快的。林小姐，我们要住的酒店在哪里？

L: It'll take 35 minutes to get there from the airport.

P: 距离还真远。哇，我看见那边有许多新的建筑物。

L: Those are the newly-built residential quarters.

P: 这个城市很大吗？

L: Yes, indeed. It's the capital city of Guangdong Province with a population of 120 million.

P: 这儿的气候怎么样？

L: Spring, autumn and winter are relatively short here, and summer is longer. January is the coldest month and July, August and September hottest.

P: 我看到那边的立交桥了。我想我们快要进入市中心了。

L: This is a newly-built street. We are approaching the hotel.

P: 这条路真漂亮，两旁都是树和花。

L: Here we're at the hotel. Please get off, Mr. Parker.

P: 好的。



Role 3. Suppose you are Mr. Pan. You and your companions are expecting your guests at the gate of the hotel while the car stops in front of you. Try to read aloud and practice the underlined sentences in the following dialogue.

P: Hello, Pan! Long time no see.

P: Good morning, David. (Good to see you again. How are you doing?)

P: I'm fine, thanks! And I'm also very glad to see you again. How's your business?

P: (So far so good. Couldn't be better.)

P: I'm glad to hear that.

P: (Now let me introduce my colleagues.) This is Mr. Liu, Deputy Manager of our Export Department, and this is Miss Sun, Assistant to our General Manager. And on my left, this is Miss Lin, my secretary. I'm sure you know her very well now. (Laugh Out Loud) She will be your day-to-day contact.

&: How do you do? Mr. Parker.

P: You can call me David.

P: (Did you have a pleasant trip, David?)

P: Yes, the flight was quite good. But it was awfully long. Thank you for your concern!

P: (We have booked rooms for you at this hotel for a week. You'll get refreshed after a hot coffee or a shower.)

P: Yes, I'm sure I'll get refreshed after a shower. Shall we get down to business tomorrow?

P: (You must be tired after a long flight. You should take a rest first, and we can talk about our business later.)

P: It's very kind of you. OK. I'm here at your disposal.

P: Have a good rest. (We will contact you tomorrow.) See you tomorrow.

P: OK, see you!



Role 4. Forming a group of 2 or 3, suppose you are Mr. Parker and his colleagues or partners. Try to work out a dialogue related to the theme of this unit and then perform it in class.

