



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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Part I

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Q1

Is it necessary to take a break from negotiations? Why?

Yes, of course. Because business negotiation can be a very trying process that is full of confrontation and concession. After several rounds negotiating, both parties would feel tired and exhausted. Taking a break from negotiations can help you refreshed and make negotiations successful.



Q2

What will you do if you feel tired during negotiations?

Suggest taking a coffee (tea) break or a lunch break from negotiating or even taking a day off.



Q3

What do you think is the main purpose of a tea break or a business lunch?

The main purpose of a tea break or a business lunch during a negotiation is to take our minds off business for a change so that we can have a rest and enjoy a short recess from our hard work. Meanwhile, a change of topic can release the nervous atmosphere and ease the tension when the two parties fail to reach an agreement.





A: We have done a lot. You must be tired.

B: A little bit.

A: Let's break now. Do you need some more coffee?

B: Yes, please. Give me a cup of coffee without sugar.

A: Here you are.

B: Thank you. Let's dismiss and return in half an hour.

Notes:

“break” 这里作动词，指“休息一下，歇一歇”。也可以把该词用作名词，常用表达为“take a break”或者“have a break”。

Drill 1

翻 译



A: 我们已经进展了不少, 您一定累了吧?

B: 有点儿。

A: 我们休息一会儿吧。您要再喝一些咖啡吗?

B: 是的, 请给我一杯不加糖的咖啡。

A: 给您。

B: 谢谢。让我们先解散, 半个小时以后再回来吧。





A: Since we are all tired , why don't we recess until tomorrow?

B: Sounds good. We won't be as tired then.

A: Now, it's party time. Would you like to go out for a drink?

B: Sure. I'd like a glass of beer.

A: Some of my colleagues are going to the lobby bar. Would you be interested?

Notes:

“recess” 作名词是“休息，休会，放假”的意思，这里作动词，指“休息”。

Drill 2

翻 译



A: 既然我们都累了, 为什么不休会到明天再开呢?

B: 好主意。到时候我们就不会(像现在)这么累。

A: 现在大家一起去轻松一下吧。您要不要去喝一杯呢?

B: 可以。我想要杯啤酒。

A: 我有一些同事要去大厅的酒吧。您有兴趣去吗?





A: I'm so hungry now. How about having lunch with me? I'd like to discuss a few details over lunch.

B: That will be fine with me.

A: Did you enjoy our dinner last night?

B: I most certainly did. It was a wonderful meal.

A: What would you think of having buffet lunch?

B: I'm on a diet. I'll eat too much if I have the buffet.

A: Well, I know of an excellent Cantonese restaurant. Let's have Cantonese.

B: I'm here at your disposal.

Notes:

“buffet lunch”意思是“简易午餐，自助午餐”；“on a diet”指“按规定进食，吃某种特殊的饮食，节食”等；“Cantonese”指“广东人，广东话”，这里指“粤菜”。

Drill 3

翻 译



A: 我现在可是饿极了，跟我一起出去吃个午饭怎们样？我还想着可以在午餐的时候讨论一些细节的东西呢。

B: 挺合我意的。

A: 昨晚的晚餐吃得开心吗？

B: 我当然开心啦，那可真是一顿美食。

A: 今天中午吃个自助午餐怎么样？

B: 我在节食。吃自助午餐我恐怕管不住自己的嘴巴。

A: 呃，我知道一家很棒的粤菜馆。我们去吃粤菜吧。

B: 一切听从您的安排。





A: Well, finally, we drew up an agenda for the following days.

B: Are you tired?

A: Yes, of course. Let me suggest we take a break.

B: OK.

A: There are still lots of snacks left over there. Help yourself to them.

B: Thank you.

Notes:

“snack” 指 “零食，快餐，小吃”。

Drill 4

翻 译



A: 好了，我们总算把接下来几天的日程表定好了。

B: 累吗？

A: 当然了。我建议我们还是休息一下吧。

B: 好啊！

A: 那边还有很多的点心、零食。随便吃点吧。

B: 谢谢。





A: Shall we take a break? I think you must be hungry now.

B: Not really, I had a heavy breakfast, and you?

A: Ah, very hungry. Would you like to discuss it over lunch?

B: Of course. You see, we took the business lunch as part of our working hours. It won't last long. Say, no more than one hour, and the food we order is usually fast food.

A: Do you? In China, we have a saying "Business is concluded on the table." So usually we have a rich feast and it lasts longer. But don't worry, please make yourself comfortable. It is a simple working lunch. May I invite you to a lunch at a Chinese restaurant?

B: Thank you, I'd be pleased to go with you.

A: Now let's go.

Notes:

“heavy breakfast” 指 “早餐吃得很丰盛”； “rich feast” 可译为 “丰富的大餐”。

Drill 5

翻 译



A: 我们休息一下好吗？我想您现在一定很饿了吧。

B: 不太饿，我早餐吃得很多。您呢？

A: 啊，我很饿。您原意一边吃午饭一边谈事情吗？

B: 当然。您知道，我们把商务午餐看成是我们工作时间的一部分，吃的时间不长，一般不会超过一个小时，而且我们通常点的食物也是快餐。

A: 是吗？在中国，我们也有这样的话：“生意是在餐桌上谈成的”。因此我们通常吃得很丰盛而且时间比较长。不过别担心，请不要拘礼，这只是一个简单的工作午餐。我想请您到中国餐馆吃饭，好吗？

B: 谢谢，我很原意和您一起去。

A: 那我们走吧。





A: Thank you very much for the very enjoyable lunch!

B: I'm glad you like it. Would you like to take a break for a while after lunch?

A: No, thanks. I am full of energy. I'd prefer working.

B: So we can go on our further discussion in our office.

A: That's good.

Notes:

“full of energy” 可译为 “精力充沛”。

Drill 6

翻 译



A: 午饭我吃得很愉快，真谢谢您！

B: 很高兴您喜欢。午餐后要休息一会儿吗？

A: 不用了，谢谢。我精力充沛着呢。我想工作。

B: 那么我们回办公室继续讨论。

A: 太好了。



English for Chinese Typical Business Expressions

1. 既然这个问题谈完了，让我们喝杯茶，把业务放一放，休息一下吧。 / 我们已经进行很久了，您一定累了。我们休息一下吧，好吗？ / 我们休息一下，喝杯咖啡好吗？ / 何不休息一下呢？我们暂停一下，十分钟后继续。 / 我们休息十分钟，下午再接着讨论，好不好？ / 我们为什么不休息一天呢？

Now that this issue is settled, let's have a cup of tea, and take our minds off business for a change.

We've gone over quite a lot. You must be tired. Shall we take a break?

May I propose that we break for coffee ? / Shall we have a break for coffee?

How about knocking off for a while? Let's stop here and continue in about 10 minutes.

Let's take a 10-minute break and go on with the talk this afternoon, shall we?

Why don't we take a day off?





English for Chinese Typical Business Expressions

2. 嗯，我们今天就到此为止，其余的明天下午完成吧。 / 时间到了。我们今天先这样吧。 / 今天讨论到此结束。 / 我们何不今天就到此为止，下一次会议再继续讨论这个问题？ / 我建议我们在下一次会议再继续吧？ / 我们可以把会议延迟到明天再说，届时再详细讨论。

Well, let's stop here for today and then finish up tomorrow afternoon.

I'm afraid our time is up. Let's call it a day.

We have to close today's discussion now.

Why don't we stop today's negotiations here and continue the discussion at the next meeting?

May I suggest that we continue at a later date ?

We can postpone our meeting until tomorrow and discuss it in more detail then.





English for Chinese Typical Business Expressions

3. 我们接下来讨论什么呢？咱们还是谈谈交货问题，好不好？ / 现在我们转到下一个议题：如何赔偿损失。 / 如果允许的话，我想接着谈谈改善包装的问题。 / 下面我们想听取在座各位的意见。 / 现在我想把话题转向可能的解决方法。

What shall we discuss next? Let's have a word about delivery, OK?

Now let's move on to the next issue, which is how to compensate for the loss.

If you'll allow me, let me go on to the question of improving packing.

Next, we'd like to hear the comments by everyone present at the meeting.

Now, I'd like to turn to the possible solutions.





English for Chinese Typical Business Expressions

4. 对不起打断您的话，希望您能解释得更详细点。 / 对不起打断您的话，不过请先谈谈您对年销售量的看法好吗？ / 请别介意，我可以插一句话吗？ / 请稍停一下，允许我在这插几句话。 / 打断您一会儿，可以吗？

Excuse me for interrupting you. I hope you will explain yourself in more detail.

Sorry to interrupt you, but would you please first let us know your idea of annual sales volume?

If you don't mind, may I say one word here?

Just a moment, please. Allow me to say something here.

May I interrupt you a moment?





English for Chinese Typical Business Expressions

5. 我们三个人一起到外面吃个午餐吧？有些细节我想在吃饭时提出来讨论一下。 / 快中午了。何不一起边吃午饭边进一步谈呢？ / 我想你现在一定是饿了吧？您愿意一边吃午饭一边谈事情吗？

Why don't we three go out to lunch? I'd like to discuss a few details over lunch.

It's almost noon. How about talking further over lunch?

I think you must be hungry now. Would you like to discuss it over lunch?





English for Chinese Typical Business Expressions

6. 午餐后是要休息一会儿呢，还是继续讨论好？ / 大家很辛苦，我希望你们在短暂的休会期间过得愉快。 / 经过这么一场劳累谈判，我们都需要好好休息一番。 / 我觉得神清气爽，很想回到谈判桌上去。我们继续我们的会谈好吗？ / 我觉得精力充沛，我们还是回去进行下一轮的谈判吧。

Would you like to break for a while after lunch or continue our discussion?

I hope you enjoy a short recess from our hard work.

Both of us need a good rest after an energy-consuming negotiation.

I feel refreshed and anxious to return to the bargaining table. Shall we continue our talk?

I am full of energy. Let's get back for another round of negotiation.





English for Chinese Typical Business Expressions

7. 如果您坚持讨论这一个问题，我们不会有结论。 / 我认为我们需要另外找时间再谈论一下这件事。
/ 我认为我们不应该这么快下结论。 / 我们何不总结一下今天所讨论的内容，以便以后展开正式磋商？

We'll never get anywhere if you insist on talking about this one problem.

I think we need to find another time to talk about this matter again.

I don't think we should draw a conclusion so soon.

Why don't we summarize what we discussed today so that we can re-open a formal negotiation later?





1. (After several rounds' negotiating, it seems to Mr. Parker and Mr. Pang that it is difficult to come to an agreement on price. So they decide to break the talking for a day.)

P: Mr. Parker, at the moment, I'm afraid I don't find your price competitive at all.

P: Well, then, let me be competitive. I'll respond to your counter-offer by reducing our price by \$2. What do you say to that?

P: That's not much of an improvement.

P: Well, then, I would appreciate it if you would make a corresponding move.

P: You know, I have not the latitude of movement that you have in these matters. But I am willing to go up by 0.5\$ more.

P: Your counter-offer is much more modest than mine. And I cannot return to my Board with these terms.

P: I'm sorry to hear it, Mr. Parker. I thought I had made a fair offer. It was a higher price than we offered to other suppliers.

P: Where do we go from here?

P: We've been working very hard. We deserve a little relaxation, don't you think?

P: Yes, you are right. It's time to take a break from our negotiations. Since we are all very tired. Why don't we take a day off?

P: It's nice to get out into the country when the weather improves.

P: That sounds to me like a good idea.

P: Hmm..., the weather's delightful; things are turning green. I think it's time for us to go out to see the Great Wall.

P: That's great! I wonder if I might invite my wife along. I'd love to have her along.

P: Of course! Will you ask her for me? I'll be around tomorrow morning. Will eight o'clock be too early?

P: That's fine. We'll be ready then.

翻译



Notes

1. respond to 对……做出回应，响应
2. counter-offer 还价，还盘。同样地，“offer”就是“报价，报盘”。
3. make a corresponding move 原意指“做出相应的举动”，这里指“(请您也)迈出相应的一步”。
4. latitude 自由，余地，自主权
5. modest 原意指“谦虚的；适度的”，这里的意思是“幅度小”。
6. return to my Board 向董事会汇报（交差）
7. Where do we go from here? 我们下一步该怎么办呢？
8. country 这里指“乡下，野外”。
9. be around 来访，露面



P: 帕克先生, 我看, 您现在的价格一点竞争性都没有。

P: 好, 我就来点竞争性的。我响应您的还价, 减价两美元。您看怎么样?

P: 改善不大。

P: 那就请您也迈出相应的一步吧。

P: 在这类问题上, 我可没有您那样的回旋余地。这点您是知道的。不过我还是原意把还价提高 0.5 美元。

P: 您还价的步子可比我的小多了。再说, 这样的价钱, 我向董事会交不了差。

P: 帕克先生, 听您这么说, 我很遗憾。我认为我的还价是公平合理的。比我们给其他供货商的出价要高一些。

P: 我们下一步该怎么办呢?

P: 我们一直工作得很辛苦, 该放松一点了, 您说呢?

P: 是的, 没错。是到了谈判该停一停的时候了。既然我们都累了, 我们为什么不休息一天呢?

P: 天气好起来了, 到野外去走走是很不错的。

P: 我看这个主意不错。

P: 嗯, 天气这么好, 草木都返青了, 我想该去看看长城了。

P: 太好了! 可以邀请我太太一道去吗? 我很想和她一道去。

P: 当然可以! 您代我邀请她一下好吗? 明天上午我来接你们。八点钟是不是太早了一点?

P: 行, 我们八点钟会准备好。





2. (Mr. Gary and Mr. Wu have prepared to move on to the next topic. But Mr. Anderson suggests having a break.)

G: Next, let's have a talk over the questions of payment terms, if you don't mind.

W: I've no objection.

G: As for the payment terms, we suggest that you accept D/A.

W: At the beginning of our negotiation, I think I have made it very clear that D/A is absolutely impossible.

G: Our past purchase of other products from you has been paid as a rule by confirmed, irrevocable letter of credit at sight. In view of our long business relations, we hope that you would alter your payment terms this time.

W: That sounds reasonable. But I'd like to hear the comments by others present at the meeting.

A: I feel a little light-headed. How about having a break and resuming later with a fresh mind?

W: Why not? It happens that I am hungry now.

G: I am hungry, too.

翻译





2. (Mr. Gary and Mr. Wu have prepared to move on to the next topic. But Mr. Anderson suggests having a break.)

A: Since we are all hungry, I suggest we just stop here. It's almost noon. How about we all go out to lunch together?

G: Sounds like a good idea. Does everyone agree?

W: I still have a few questions. But I can wait until after lunch.

G: You mean you are not done with your speech yet?

W: No, there are a few more points I need to make.

A: That's OK. But let's have lunch first.

W: No problem. It happens that I'll have to ask for my boss's opinion about the payment terms.

A: We'll wait for your good news.

G: Shall we go to lunch now?

All: Let's go.

翻译



Notes

1. alter 改变, 转换
2. present 出席, 到场
3. light-headed 头晕眼花
4. resume 再继续, 重新开始
5. It happens that ... 正好, 碰巧
6. be done with (口语) 做完, 结束; (使用) 完毕的; 了结了的
7. make a point 指“说明一个观点, 表明一种看法”。故整句可译为“还有几点需要说明。”



G: 接下来，你们要是不反对，我们就继续谈谈付款方式。

W: 我没有反对意见。

G: 关于付款方式，我们建议你方接受承兑交单。

W: 在谈判一开始，我想我已经说得很明白了。承兑交单方式绝对不行。

G: 按照惯例，我方以往从贵方购买产品的付款方式都是保兑的、不可撤销的即期信用证。考虑到我们长期的贸易方式，我们希望这次你们能够改变你们的付款条件。

W: 听起来有道理，但是我想听听其他与会人员的意见。

A: 我觉得有点头晕。我们休息一下，让头脑清醒清醒，然后再继续好不好？

W: 为什么不呢？正好我肚子饿了。

G: 我肚子也饿了。



A: 既然我们都饿了, 我建议暂停会谈。快中午了。我们一起到外面吃个午餐吧?

G: 听起来是个好主意。大家都同意吗?

W: 我还有一些问题, 不过我可以等到吃过午饭后再说。

G: 您的意思是说您的发言还没有完毕?

W: 还没有。我还有几点需要说明。

A: 好的, 但是我们还是先吃饭吧。

W: 没问题。我正好要请示一下我们老板关于付款条件的意见。

A: 那我们等您的好消息。

G: 我们现在去吃饭吗?

All: 走吧。



Situational Information:

Mr. Chen, the sales manager of Guangdong Light Industrial Products Import & Export Corporation, and Miss Li, his assistant, have been negotiating with Mr. Smith, an old customer from Overseas Trading Corp., America for a week. All of them feel very tired. So they decide to take their minds off business for a change.



Role 1. Suppose you are Mr. Chen. You are going to suggest a break. 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.

S: I'm glad that we have reached an agreement on the price of the products. Now let's move on to the next issue, which is how to improve sales performance.

C: (对不起打断您的话, 不过请先谈谈您对去年销售情况的看法好吗) ?

S: Last year, our sales volume was on the low side. But one year would be too early to judge. We need two years to develop the market. Anything less doesn't interest us. So, why don't we set aside this issue and turn back to how to improve sales performance?

C: (如果您坚持讨论这一个问题, 我们不会有结论) 。

S: Where do we go from here?

C: (我们已经进行很久了, 休息一下吧, 好吗) ?

S: OK. Since we are all tired, why don't we take a day off?

C: (没错。我们一直工作得很辛苦, 是该放松一点了。)

S: Let's stop here for today and then finish up tomorrow afternoon.

翻译



- S: I'm glad that we have reached an agreement on the price of the products. Now let's move on to the next issue, which is how to improve sales performance.
- C: (Sorry to interrupt you, but would you please first let us know your idea of sales volume of last year?)
- S: Last year, our sales volume was on the low side. But one year would be too early to judge. We need two years to develop the market. Anything less doesn't interest us. So, why don't we set aside this issue and turn back to how to improve sales performance?
- S: (We'll never get anywhere if you insist on talking about this one problem.)
- S: Where do we go from here?
- C: (We've gone over quite a lot. Shall we take a break?)
- S: OK. Since we are all tired, why don't we take a day off?
- C: (That's right. We've been working very hard. We deserve a little relaxation.)
- S: Let's stop here for today and then finish up tomorrow afternoon.

Role 2. After taking a break from negotiation, both Mr. Chen and Mr. Smith look well —rested and confident. They are ready for another round of talk. They even keep talking during the lunch time. Now, suppose you are Mr. Smith. Try to complete the following dialogue according to the contexts.

C: Good morning, Mr. Smith!

S: (Good morning, Mr. Chen.)

C: I hope you enjoyed a short recess from our hard work.

S: (I am full of energy now. Shall we continue our talk?)

C: I feel also refreshed and anxious to return to the bargaining table.

S: (Shall we begin now?)

C: Of course. Go ahead.

S: Now, (I like to turn back to) how to improve sales performance, the possible solutions.
(around lunch time)

C: It's almost noon. Are you hungry? Why don't we go to lunch together?

S: (How about talking further over lunch)? I'd like to discuss a few details over lunch.

C: OK, I agree with your opinion. We can keep talking over lunch.



Role 3. Do you still remember how Mr. Smith and Mr. Parker made a suggestion? They said , “Why don’t we take a day off?” Now, suppose you are one of the negotiators and try to make the following suggestions.

1) Suggest recessing until tomorrow. (建议休会到第二天。)

Why don’t we recess until tomorrow?

2) Suggest going out to lunch and discussing a few details over lunch. (建议外出吃午餐并在餐桌上讨论一些细节的问题。)

Why don’t we go out to lunch and discuss a few details at the table (over lunch)?



Role 3. Do you still remember how Mr. Smith and Mr. Parker made a suggestion? They said , “Why don’t we take a day off?” Now, suppose you are one of the negotiators and try to make the following suggestions.

3) Suggest continuing negotiations at a later date. (建议以后再继续磋商。)

Why don’t we continue our negotiations at a later date?

4) Suggest summarizing what you discussed today. (建议总结今天讨论过的东西。)

Why don’t we summarize what we discussed today so that we can re-open a formal negotiation later.



Role 3. Do you still remember how Mr. Smith and Mr. Parker made a suggestion? They said , “Why don’t we take a day off?” Now, suppose you are one of the negotiators and try to make the following suggestions.

5) Suggest stopping a talking (建议暂停一个谈判。)

Why don’t we stop here for today?



Role 4. Form a group of 2 to 4, try to work out a dialogue related to the theme of this unit and then perform it in class.

