

<<商务英语关键词>>

图书基本信息

书名：<<商务英语关键词>>

13位ISBN编号：9787508443751

10位ISBN编号：7508443756

出版时间：2007-4

出版时间：水利水电

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页数：474

字数：488000

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### 内容概要

本书精选了在商务活动中,商务人士经常使用的、影响范围广的、礼貌得体的、有助于加深双方友谊和促成交易的词汇,从常用的关键词入手,逐渐展开商务英语口语的学习。

本书适用于从事商业活动的广大英语爱好者。

## &lt;&lt;商务英语关键词&gt;&gt;

## 书籍目录

前言 Absolutely 完全是如此 according to 根据 agency 代理 agent 代理人 all the same 还是, 仍然 apply for 申请 arbitration 仲裁 at present 目前, 现在 basic covers 主要保险种类 be equal to 与.....相同 be familiar with 熟悉 be fond of 喜欢 be impressed with/by 留下深刻印象 belong to 属于, 归于 be popular with 受欢迎的, 流行的 be subject to 以.....为准, 取决于 be superior to 比.....优越, 比好 be sure to do sth 一定要做某事, 务必要做某事 be sure 确信的, 有把握的 business trip 商务旅行 by means of 通过.....方式 Can I have a word with you?

可以和你说话吗?

Can you do me a favor?

可否请你帮个忙?

check in 办理登记手续 Chinese dinner 中国菜 claim 索赔, 赔款 close the deal 达成协议 come to an agreement 达成协议 commission 佣金 compare ... with 比较 compare favorably with 比.....优惠、有利 compensation trade 补偿贸易 convenient 方便的, 便利的 counter-offer and acceptance 还盘和接受 delivery 交货 demand 要求 Do you mind if... 你介意..... enjoy a high reputation 享有盛誉 excuse me 打扰了, 对不起 exped 期待, 指望, 意料 feel at home 在家中般轻松自在 feel like 想要, 需要 file/lodge a claim 向某人提出索赔 fill out 填写 follow 遵循, 采纳 for instance 例如, 比如说 for the long run 从长计议或从长远观点看 free time 空闲时间 get down to 开始做某事 good business 有价值, 有意义的业务往来 go on 继续 haggle with sb about/over sth 争论, (尤指) 讨价还价 have an appointment with sb 同某人有个约会 help yourself 请随便吃 how/what about 关于 How could it be?

这是真的吗?

How do you like these?

您觉得这些怎么样?

I'll take it 我就要它了。

I couldn't agree with you more. 我非常同意。

if it were a little lower... 要是价格能降低一点儿 If that is the case. 如果是那样的话。

if you are free... 如果你有时间 in accordance with 与.....一致 in addition to 除了.....外(还) in advance 提前 in case of 如果, 假使, 万一 in conformity with 符合 inquiry list 询价单 inquiry 询盘 inspection 检验 in stock 库存, 持有 insurance 保险 interview 会见, 会晤 in the interests of... 为了.....的利益 introduce 介绍, 引见 in view of 鉴于, 考虑到 it's said that 据说, 听说 it tastes nice. 味道好极了。

I was just kidding. 开个玩笑嘛。

I wonder if you... 不知贵公司是否..... keep one's appointment 守约 know.how 专有技术 letter of invitation 邀请函 likely 很可能的 live up to 不辜负; 信守 look forward to 盼望 make an appointment 约定, 与.....约好 make up for 补偿, 弥补 meet the balance 收支相抵 meet with great favor 受欢迎 much the same as... 同..... 大都一样 now that 既然 offer 报盘 of superior quality 品质上乘的 on sb's own account 由某人自己负责 on the basis of 在.....基础上, 基于 on the other hand 另一方面 open an account 开账户 packing 包装 payment by installments 分期付款 payment 支付 peak season 销售旺季 pick sb up 搭载, 携带 places of interest 名胜 Please take your time. 请慢慢看。

price list 价格表 prior to 在前 put forward 提出 reinspection 复检 require 需要, 要求 reserve a room 预订房间 responsible 有责任的, 负责的, 认真负责的 schedule 工作日程, 计划表 see sb off 给某人送行 sell like hot cakes 畅销 shipment 装运 show you around 带您到周围看看 so as to 以便 sole agency 独家代理 something urgent has come up 有急事 specialize in 专攻, 专营 special 特别的, 特殊的, 专门的 stand for 代表 suitable 合适的, 适当的 suppose 猜想, 假定, 认为 take advantage of 利用 take good care of 照管好, 照料好 take off (飞机) 起飞, 离开 take sb. at his words 相信某人的话 take sth. out 将.....拿出, 把.....带出 tender 招投标 That's a pity 多可惜呀 That's fine with me. 我没问题。

(to) be well received 受到普遍欢迎 trade mark 商标 transfer of trade marks 商标转让 transshipment 转运 That sounds fantastic 听起来不错 wait on 接待, 服侍 Welcome to our shop. 欢迎光临。

<<商务英语关键词>>

Welcome to the Fair.欢迎光临交易会。

What an amount are you prepared to invest ?

贵公司准备出资多少？

What can I do for you ?

能为您效劳吗？

work closely with 密切合作 You can say that again.你说得没错。

You need not have to do that.你并不需要那样做。

You really have a good eye.您眼光真好。

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