

## Useful Terms and Sentences 过关秘笈



### 秘笈一 专业术语

agenda	议程
main points	要点
go through	履行, 探讨
let's cut to the chase	让我们单刀直入吧
get to it	直奔主题
go over the process and schedule	仔细检查流程和进度
schedule	计划(安排), 进度
make it more efficient	使之更有效率
start with	开始
how about	关于……怎么样
get to the point	切中要害, 直击要点
beat around the bush	兜圈子
be satisfied with	满意, 满足……
result of the discussion	讨论的结果
technical issues	技术问题
be clear about...	对……很清楚
make oneself understood	使……被……理解
get through to sb	明白某人(的话)
be with sb	明白某人
get it	理解……
business partner	生意伙伴
bring our business relationship/partnership onto another level	使我们的生意关系更进一步
it could have been much better	本可能更好
let bygones be bygones	对……既往不咎
start over again	重新开始

at this historic moment	在这个历史时刻
long-term friendly business relationship	长期的友好的生意关系
looking forward to doing...	期盼……
through one's joint efforts	通过……共同的努力
a good start	一个好的开端
count on sb	相信某人
solve problem	解决问题
productive	富有成效的
depends on what you want	视对方需求而定
compromise	妥协
negotiable	可商量的
add... to the agenda	把……加入议程



## 秘笈二 常用句式

谈判开局中表示谈判议程的常用句式
1. Let's go through the agenda, shall we? 让我们谈一下议程吧，好吗？
2. Let's talk about the main points first, shall we? 让我们先讨论一下要点，好吗？
3. Okay, let's cut to the chase, start talking about prices, terms of payment. 好的，让我们单刀直入，开始谈价钱和支付方式吧。
4. All right, sure. We'll get to it! But, before that, let's go over the process and schedule first, so as to make it more efficient. 好吧，我确定。我们直奔主题吧！但是，在进入主题之前，为了确保谈判更有效率，让我们再仔细检查一下流程和进度吧。
5. Let's talk about what we're going to do today first, shall we? 先让我们讨论一下我们今天的议题吧，好吗？
6. Let's start with... 让我们以……开始吧！
7. Shall we...? 我们可以……
8. What do you say we...? 你说我们……
9. How about... we...

关于……怎么样……

10. Get to the point.

请切中要害。

11. Don't beat around the bush.

请不要兜圈子。

#### 谈判开局表示理解的句式

1. I hope we both are satisfied with the result of the discussion on technical issues.

我希望我们双方都能对技术问题讨论的结果满意。

2. Do I make myself clear?

我自己说清楚了吗？

3. Is that clear?

清楚了吗？

4. As long as we're clear about that...

只要我们能清楚地认识到……

5. Have I made myself clear?

我自己说清楚了吗？

6. Understood? Is that understood?

理解了？可以理解它吗？

7. Do you understand what I'm saying?

你理解我现在的話吗？

8. Am I getting through to you?

你明白我说的吗？

9. Are you with me?

你听明白了吗？

10. Do you see what I mean?

你明白我的意思了吗？

11. Do you get it?

你听明白了吗？

12. Don't you get it?

你没听明白吗？

#### 开局中表示双方合作关系的句式

1. We've been working closely together very happily for the past a few years. I hope there's no exception for this time. I hope this will continue.

我们在过去的几年合作得非常紧密，我希望这一次也毫不例外，这次将继续紧密合作。

2. We've been business partners for quite some time. I hope this time we could bring our business relationship/partnership onto another level.

我们作为生意伙伴已经有很长时间了，我方希望这次我们的合作关系能更进一步。

3. Well, in the past, we had some good time doing business together. However, it could have been much better. Well, let bygones be bygones. Let's start over again at this historic moment.  
好吧，在过去，我们一直合作得不错。然而，我们的合作本可以更好。好吧，让我们既往不咎吧。让我们在这个具有历史意义的时刻重新开始吧。
4. This is our first time doing business together. Hopefully, it could become a good start of our long-term friendly business relationship. We're all very much looking forward to it. I believe we will have a wonderful time doing business together through our joint efforts.  
这是我们首次一起合作。我方希望这将是我们长期友好合作的一个好的开端。我们都非常期盼。我方相信，通过我们共同的努力我们一定会合作愉快。
5. I hope to conclude some business with you.  
我希望能与贵公司建立贸易关系。
6. We also hope to expand our business with you.  
我们也希望与贵公司扩大贸易往来。

#### 谈判开局常用的句式

1. At what time can we work out a deal?  
我们什么时候洽谈生意？
2. I know I can count on you.  
我知道我可以相信你。
3. We are here to solve problems.  
我们是来解决问题的。
4. We'll come out from this meeting as winners.  
这次会谈的结果将是一个双赢。
5. I hope this meeting is productive.  
我希望这是一次富有成效的会谈。
6. I need more information.  
我需要更多的信息。
7. Not in the long run.  
从长远来说并不是这样。
8. Let me explain to you why.  
让我给你一个解释一下原因。
9. That's the basic problem.  
这是最基本的问题。
10. Let's compromise.  
让我们各退一步吧。
11. It depends on what you want.  
那要视贵方的需要而定。

12. I would like to present our comments in the following order.  
我希望能依照以下的顺序提出我们的看法。
13. First of all, I will outline the characteristics of our product.  
首先我将简略说明我们商品的特性。
14. Are you negotiable?  
还有商量的余地吗?
15. I'm sure there is some room for negotiation.  
我肯定还有商量的余地。
16. We have another plan.  
我们还有一个计划。
17. Let's negotiate the price.  
让我们来讨论一下价格吧。
18. We could add it to the agenda.  
我们可以把它也列入议程。
19. Could I have your latest catalogues or something that tells me about your company?  
可以给我一些贵公司最近的商品价格目录表或者一些有关说明资料吗?
20. It's been a pleasure to do business with you.  
和你方做生意是我方的荣幸。