



## Useful Terms and Sentences 过关秘笈



### 秘笈一 专业术语

presentation	情况介绍
panel discussion	小组讨论
enter into negotiation	举行谈判
make representations with sb. on sth./deal with sb.	交涉
counterpart talks	对口会谈
items on the agenda	议程项目
topic for discussion	议题
schedule mutually agreed upon	双方商定的议程
opening session	开幕会议
one round of talks	一轮会谈
resolution	决议
memorandum of understanding	谅解备忘录
I invite the representative of ...to take the floor.	请……发言
entangle this issue	纠缠这个问题
welcome dinner	欢迎宴会
informal dinner	便宴
luncheon	午宴(附有情况介绍或专题演讲等内容)
light meal	便餐
buffet dinner	自助餐
glee feast	庆功宴
reception	招待会
cocktail party	鸡尾酒会
tea party	茶话会
theme	主题
opening session	开幕会议

enjoy this happy get-together	欢聚一堂
Please yourself at home./Please enjoy yourself.	请随便
Please have a seat.	请入席!
Help yourself please.	请各位随意用餐。
Here's to you!	敬您一杯!
Whatever you like!	随量!
Excuse me for a minute.	我失陪一会儿!
I have the honour to call upon...	现在请……讲话
Sorry for the interruption, but...	对不起,我插一句。
Celebrating the 1st Anniversary of the Establishment of...	庆祝成立……一周年
on the occasion of the season	值此节日之际
a ten-minute break	休会十分钟
By all means.	当然可以!
have no objection	没有异议
Whatever you say.	怎么都行!
We note with pleasure that...	我们高兴地看到……
be suitable for	合适
submit	提出
the letter of intent	意向书
the time-tested friendship	经受了时间考验的友谊
spur/promote intensive cooperation	促进密切合作
keep close watch on	密切注视
patron	赞助人
sponsor	主办人
organizer	承办人
co-organizer	协办人
advocate/uphold thriftiness	提倡节约
introduction	开场白
topic for discussion	议题

I will pick up where we left off just now.	我想接着刚才的问题讲下去。
We note with pleasure that...	我们高兴地看到……
be suitable for	合适
Hearty congratulations on your recent election as...	衷心祝贺您当选……



## 秘笈二 常用句式

欢迎辞常用句式	
1. On behalf of A, I have the honor/ I feel great honored to express/ extend warm welcome to C from B. 我很荣幸地代表 A 向来自 B 的 C 表示热烈的欢迎。	
2. Permit me/ Please allow me to express/ extend our warm welcome and gracious greetings to our distinguished guests coming from afar. 请允许我向远道而来的贵宾表示热烈的欢迎和亲切的问候。	
3. I am very delighted to express/ extend warm welcome to A in my own name. 我很愉快地以我个人的名义，向 A 表示热烈的欢迎。	
4. I am delighted to extend this personal welcome to South Africa visitors to the Yang Ling Agricultural Technology Exhibition. 我怀着愉快的心情，以我个人的名义，向光临杨凌农业技术展览会的南非来宾，表示热烈的欢迎。	
5. Here we present to our South Africa friends a comprehensive display of Australian agricultural achievements and advanced technology in farming that we have to offer. 我们在这里向南非朋友全面展示我国的农业成就，并介绍我们所能提供的先进的农业技术。	
6. I greatly value the friendship and confidence that we enjoy as your trading partner. 我非常珍视我们在贸易合作中发展起来的友谊和建立起来的信心。	
7. I am certain that this exhibition will strengthen our economic cooperation and contribution directly to our further trade expansion. 我确信，这次展览会将进一步加强我们的经济合作，并直接对扩大我们之间的贸易往来做出贡献。	
感谢辞常用句式	

1. On behalf of A, I'd like to take this opportunity to express/ extend our heart-felt thanks to B for you gracious invitation and the incomparable hospitality we have received since we set foot on C.  
我愿意借此机会，谨代表 A，对 B 的诚挚邀请和我们一踏上 C 便受到的友好款待，向 B 表示衷心的感谢。
2. First of all, permit me to say thank you to A for your extraordinary/ considerate/ thoughtful arrangements and incomparable hospitality.  
首先，请允许我感谢 A 的精心安排和热情好客。
3. Ladies and Gentlemen, first of all, I would like to express my heartfelt-thanks to our Chinese hosts for their extraordinary arrangements and gracious hospitality, although I know quite clearly that I can never thank them enough.  
女士们，先生们：首先，我要对我的中国主人们表示衷心的感谢，感谢他们的精心安排和盛情款待，尽管我清楚地知道我对他们的感激是不尽的。
4. These are happy days. They are good days, important days. We have deeply felt that our friendly and cooperative ties have become extensive, affecting all aspects of our lives: commerce, culture, education, and scientific exchange.  
这是令人愉快的日子，美好的日子，意义重大的日子。我们深深地感到，我们之间的友好合作关系日趋广泛，深入到了生活的方方面面，包括商业、文化、教育以及科学交流。
5. At this point, I propose a toast: to the cooperation between... and..., to the health of Senator..., cheers!  
现在我提议，为了……和……之间的合作，为了…参议员的健康，干杯！
6. Lastly, taking up this glass of fine wine, I propose a toast to...  
最后，我借这杯美酒，提议为……干杯！
7. I'd ask you to raise your glass and join me in a toast to the health of all our friends present here.  
请各位举杯并同我一起为所有在座的朋友们的健康干杯！
8. On the occasion of the season, I would like to extend season's greetings.  
值此节日之际致以节日的祝贺。

谈判过程中常用礼貌性句式

1. Sorry to interrupt you, but will you first let us know your idea of annual sales?  
对不起打断您的话，不过请先谈谈您对年销售量的看法。
2. May I interrupt you a moment?  
打断您一会儿，可以吗？
3. Excuse me for interrupting you. I hope you will explain yourself in more detail.  
对不起打断您的话，希望你能解释更详细点。
4. If you don't mind, may I say one word here?

请别介意，我可以插一句话吗？

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

请稍停一下，允许我插几句话。

6. I wonder if you would like to start with matters of principle or specific issues?

您看是先谈原则问题呢，还是先谈具体问题？

7. If you agree (With your permission), let me start with one issue.

让我先谈一个问题。

8. Before we turn to that issue, I wish to make a few comments/remarks on your presentation.

在谈那个问题之前我想对您刚才讲的话谈点看法。

9. I propose a ten-minute break.

我提议休会十分钟。

10. Sorry for the interruption but...

对不起，我插一句……

11. I will pick up where we left off just now.

我想接着刚才的问题讲下去。

12. I wonder if this date would be suitable for you?

这个日期贵方觉得合适吗？

13. As you have a tight schedule, I will not take up more of your time.

您的日程很紧，我们的会见是否就到此为止。

14. I will send you some brochures, if you are interested.

如果您有兴趣的话，我可以寄给您一些介绍产品的小册子。

15. Can you suggest an alternative?

能否告知您其他方便时间？

16. As an alternative, I wish to propose June 3rd.

另一个方便时间是6月3日。

17. If you are interested, we may consider selecting you as our partner.

如果贵公司感兴趣，我们可以考虑选择你们作为我们的合作伙伴。

18. I see. But aren't these prices for your domestic customers?

我明白了。但是难道这些价格不是提供给国内顾客的吗？

19. Yes, we take note of your comment. Prices depend also on volume. How much quantity do you forecast to sell in the first year?

好的，我们会注意这一点。价格也会因数量而有所不同，贵公司预计在第一年销售多少呢？

20. Then, let us develop together a marketing plan with yearly forecasts of volume with pricing.

那么，让我们依年度销量预测来共同拟订一个市场销售计划。

## 礼貌性招呼与介绍

1. At last, I've been looking forward to meeting you.  
我一直期待见到您。
2. What line of business are you in?  
您做哪一行?
3. How can I get in touch with you?  
我怎么跟您联系呢?
4. Good morning, Carol. It's great to see you again. Did you have a good trip over?  
早上好! Carol, 再次见到你真好。你旅途还愉快吧?
5. Yes, it was a good flight. I was a little tired yesterday, but I'm OK now.  
唔, 还不错。昨天还有点累, 现在没事儿了。
6. If you're ready, I'd like to introduce you to some of our key personnel.  
如果你已经准备好了的话, 我想把您介绍给这儿的主要工作人员。
7. Carol, this is Kathy Chen, our Financial Officer. Kathy, I'd like you to meet Carol Jacobs.  
Carol, 这是 Kathy Chen, 我们的财务主管, Kathy, 这是 Carol Jacobs。
8. I'm pleased to meet you, Kathy. You're doing a great job. The division's finances are in top shape.  
见到你真高兴, Kathy。你干得太棒了。分公司的财务达到了最佳的状态。
9. And this is Ben Guo. He's in charge of Marketing. Ben, let me introduce Carol Jacobs.  
这是 Ben Guo。他主管营销。Ben, 我来介绍一下 Carol Jacobs。
10. It's a pleasure to meet you, Ben. So you're the one responsible for those outstanding sales figures I've seen.  
见到你很荣幸, Ben。我看过的了不起的销售数字, 全是由你带领创下的。
11. I'm already convinced of that, from the reports I've seen. Well, I'd like to see your manufacturing operation now, if I could.  
这些报告已经说服我了。嗯, 如果可以的话, 我想看看你们的制造车间。
12. On behalf of our company, I wish to express our heartfelt thanks to you for your gracious assistance.  
对您的大力协助, 我谨代表我们公司表示衷心的感谢。
13. How are you making out in Xi'an?  
在西安过得怎么样?
14. American businessmen are welcome to make investment in Xi'an.  
欢迎美商来西安投资。
15. It's a rewarding trip!  
不虚此行!
16. As you have a tight schedule, I will not take up more of your time.  
您的日程很紧, 我们的会见是否就到此为止?

17. I will see myself out, please.

请留步，不用送了！

18. At this point, I propose a toast: to the cooperation between...and..., to the health of you..., cheers!

现在我提议，为了……和……之间的合作，为了……贵方各位的健康，干杯！