

## Useful Terms and Sentences 过关秘笈



### 秘笈一 专业术语

evaluation	评价, 评估
efficiency	效率
extra gains	额外收益
deadlock	僵局
break the deadlock	打破僵局
adjournment	休会
L/C at sight	即期信用证
L/C after sight	远期信用证
30 days L/C	30 天远期信用证
MOQ: minimum order quantity	订单起订量
shipping agent	货代
reciprocal banquet	答谢宴
merger & acquisition	兼并与收购
presidential election	总统竞选
presidential campaign	总统竞选
intellectual property	知识产权
search engine	搜索引擎
emergency	紧急、意外状况
concession	让步
make a concession to sb.	向某人做出让步
claim	索赔
file a claim against sb. for sth.	因某事向某人提出索赔
advance shipment	提前装运
peak season	旺季
busy season	旺季

trade union	工会
compensation	赔偿
compensate sb. for sth.	因某事而赔偿某人
dispute clause	争议性条款
authorization	授权
empowerment	授权
claim settling agent	保险理赔员
pay on delivery	货到付款
cash on delivery	货到付现
optimal goal	最优目标
acceptable goal	可接受目标
bottom goal	底线目标
bank credit	银行信用
L/C fraud	信用证诈骗
copyright	版权
breakdown of negotiation	谈判破裂
win-win situation	双赢
close the deal	成交



## 秘笈二 常用句式

评价谈判结果常用句式
<p>1. After a series of offers and counter-offers, we finally concluded business with this new customer. 经过一系列反复的发盘和还盘，我们最终与这一新客户达成了交易。</p> <p>2. If the order quantity can achieve 10,000 pieces, we can fulfill our optimal negotiation goal. 如果订单量能谈到 1 万件，我们就能实现最优目标。</p> <p>3. Although our price is reduced to 50 dollars per set, we have achieved a much larger order quantity, say 25, 000 sets, which is beyond our expectation. This can be the extra benefit. 尽管我方的价格降到了 50 美元每套，但是在订单数量上我们增长很大，达到了 25 000 套，这是超过我们预期的，因此，也算是实现了额外收益。</p>

4. We have come to a deal with our client this time, but we also have lost a lot of benefits. It has been a painful experience.  
虽然我们这次与客户成交了，但是也同样失去了很多收益，这次经历比较惨痛。
5. Before we start our negotiation with clients, we need to make a flexible as well as feasible goal, so that the results can be expected.  
开始谈判之前，我们需要制定一个灵活又可行的谈判计划，这样才有可能取得谈判成果。
6. All in all, this negotiation has been fruitful and pleasant. We need to pay more attention to the formation of our negotiation team next time.  
总体来说，这次的谈判是有成果且令人愉快的。下次我们需要更加注意谈判团队的组建。
7. This time, we had some different awareness regarding the dispute clause with our clients, so some emergencies have occurred during negotiation. Next time, we need to study the dispute clause more carefully to avoid this.  
此次谈判中我们和客户在争议性条款上的认识不尽相同，所以谈判中产生了一些意外情况。下次我们需要更加仔细地研究争议性条款，以避免此类事情再次发生。
8. Basically speaking, the items discussed in the negotiation are included in our negotiation plan.  
基本上来说，此次谈判中谈到的条款都包括在我们的谈判预案里了。
9. In order to achieve satisfactory result, we need to study our negotiation partner and their previous export data.  
为了取得令人满意的结果，我们需要研究我们的谈判对手，以及他们以往的出口数据。

#### 评价额外收益常用句式

1. Our sales manager's sudden departure from the negotiation table caused a great threat on the other party, and forced them to make a large concession, which is out of our expectation.  
我方销售经理的突然离场给对方造成了很大的威胁，迫使对方做出了很大的让步，这一点真是超乎我们的预期。
2. Although we didn't get any concession in price, we have obtained a much earlier delivery, which is even more beneficial.  
尽管我们无法在价格上取得让步，却收获了更早的装运时间，这对我们更加有益。
3. This time, we not only get the same price as last year, but also the installation and 2 years maintenance services free of charge. It is really a good bargain!  
这次我们不仅拿到了和去年同样的价格，还获得了设备的免费安装和两年维护，真是笔上算的买卖！

评价机变性常用句式

1. The negotiation results clearly indicate the importance of making an emergency plan.  
谈判结果表明制定应急预案是多么重要。
2. Since we didn't make the emergency plan beforehand, the result of this negotiation cannot be regarded as satisfactory.  
由于我们没有事先制定应急预案，本次谈判的结果并不尽如人意。
3. Thanks to Jackie's emergency plan, we didn't lose much in the first round of the negotiation.  
多亏了杰克的应急预案，我们才没有在这次谈判的第一轮中失利太多。
4. Judging from the result, our negotiation plan can be considered as predictive.  
从结果来看，我们的谈判方案还是很有预见性的。