

商务英语常用词汇，短语以及基本表达句型 PDF转换可能丢失图片或格式，建议阅读原文

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建立业务关系Brief Introduction建立业务关系，实际上就是确定贸易对象。贸易对象选择得合适与否，决定着贸易的成败。在一般情况下，双方通过各自的介绍或第三者的介绍，先摸清对方的资金信用、经营能力和业务范围等重要条件，然后再进行实质性的业务商讨。贸易双方只有在相互了解、彼此信赖的基础上，才能进行积极地合作，并使双方贸易活动得以顺利地开展。

Basic Expressions

1. We ' ve come to know your name and address from the Commercial Counselor ' s Office of the Chinese Embassy in London.我们从中国驻伦敦大使馆的商务参赞处得知你们的名字和地址。
2. By the courtesy of Mr. Black, we are given to understand the name and address of your firm.承蒙布莱克先生的介绍，我们得知贵公司的名称和地址。
3. We are willing to enter into business relations with your firm.我们愿意与贵公司建立业务关系。
4. Your firm has been introduced (recommended, passed on) to us by Maple Company.枫叶公司向我方介绍了贵公司。
5. Our mutual understanding and cooperation will certainly result in important business.我们之间的相互了解与合作必将促成今后重要的生意。
6. We express our desire to establish business relations with your firm.我们愿和贵公司建立业务关系。
7. We shall be glad to enter into business relations with you.我们很乐意同贵公司建立业务关系。
8. We now avail ourselves of this opportunity to write to you with a view to entering into business

relations with you.现在我们借此机会致函贵公司，希望和贵公司建立业务关系。 9. We are now writing you for the purpose of establishing business relations with you.我们特此致函是想与贵方建立业务关系。 10. Your desire to establish business relations coincides with ours.你方想同我方建立业务关系的愿望与我方是一致的。 11. We specialize in the export of Japanese Light Industrial Products and would like to trade with you in this line.鉴于我方专营日本轻工业产品出口业务，我方愿与贵方在这方面开展贸易。 12. Our lines are mainly arts and crafts.我们经营的商品主要是工艺品。 13. We have been in this line of business for more than twenty years.我们经营这类商品已有二十多年的历史了。 14. Your letter expressing the hope of establishing business connections with us has met with approval.来函收悉，得知贵方愿与我方建立业务关系，我们表示同意。 15. In order to acquaint you with the textiles we handle, we take pleasure in sending you by air our latest catalogue for your perusal.为了使贵方对我方经营的纺织品有所了解，特航寄我方最新目录，供细阅。 16. Glad to see you in your company.很高兴在贵公司见到您。 17. It ' s only half an hour ' s car ride.只有半小时的车程。 18. Suppose we make it, say three o ' clock tomorrow afternoon.如果我们能去的话，那么就明天下午三点钟吧。 19. It would be very helpful if you could send us statistics on your sales.如果你们能将你们的销售统计资料寄给我们，那可就太有帮助了。 20. We would like to ask you to kindly send us the related information.我们希望你们能将相关资料寄给我们。 Conversations Dialogue 1A: How do you do?B: How do you do? Nice to meet you, Ms. Smith. I ' m Jack

Stevens from the Marketing Department. Here is my card.A: It ' s nice to meet you, Mr. Stevens.B: Please call me Jack. Have a seat, please.A: Thank you.你好！你好！很高兴见到你，史密斯小姐，我是市场部的杰克斯蒂文斯。这是我的名片。很高兴见到你，斯蒂文斯先生。就叫我杰克吧。请坐。谢谢。 Dialogue 2A: Ah, these are the machines we ' re interested in. May we have a look at them?B: Certainly. But they are in the showroom.A: Is it far from here?B: Not very far. It ' s only half an hour ' s car ride. Are you free now?A: I will be free tomorrow aft- erno- noon. Suppose we make it, say three o ' clock to- morrow afternoon. Could you manage that?B: Yes. I ' ll pick you up at your hotel.啊，这些就是我们感兴趣的机器。我们能看看吗？当然可以了，但它们在展示厅里。离这里远吗？不是很远。只有半个小时的车程。你现在有时间吗？明天下午我有时间。假如我们能去的话，那就明天下午三点吧。你方便吗？可以。我会来酒店接你们的。 Dialogue 3A: Good morning. My name is Mr. Brown. I ' m from Australia. Here is my card.B: Thank you. I ' m pleased to meet you, Mr. Brown. My name is Kathy Perless, the representative of Green Textile Import and Export Corporation.A: Pleased to meet you too, Ms. Perless. I travel a lot every year on business, but this is my first visit to your country. I must say I have been much impressed by your friendly people.B: Thank you for saying so. Have you seen the exhibition halls? On display are most of our products, such as silk, woolen knitwear, cotton piece goods, and garments.A: Oh, yes. I had a look yesterday. I found some of the exhib its to be fine in quality and beautiful in design. The exhibition has successfully

displayed to me what your corporation handles. I ' ve gone over the catalogue and the pamphlets enclosed in your last letter. I ' ve got some idea of your exports. I ' m interested in your silk blouses. B: Our silk is known for its good quality. It is one of our traditional exports. Silk blouses are brightly colored and beautifully designed. They ' ve met with great favor overseas and are always in great demand. -- 早上好！我叫布朗，澳大利亚人。这是我的名片。 -- 谢谢。布朗先生，见到您非常高兴。我是凯茜佩利丝，是格林纺织品进出口公司的代表。 -- 佩利丝小姐，见到您我也很高兴。我每年出差跑很多地方，但是，到中国来还是头一次。你们这里的人非常友好给我留下了深刻的印象。 -- 谢谢夸奖。您参观过展览厅了吗？展出的大部分是我们的产品，比如丝绸、毛织品、棉布匹和服装等。 -- 哦，对，昨天我去看过。有些产品质量好，设计又美观。展览会成功向我介绍了贵公司所经营的各种产品。我已看过你上次在信中所附的目录和小册子，对贵公司的出口产品有了一些了解。我对你们的丝绸女衫颇感兴趣。 -- 我们的丝绸以质量好著称。丝绸是我们的传统出口商品之一。丝绸女衫色彩鲜艳、设计美观，在国外很受欢迎，需求量一直都很大。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com