

职场人--最常用50句商务口语 PDF转换可能丢失图片或格式  
，建议阅读原文

[https://www.100test.com/kao\\_ti2020/245/2021\\_2022\\_\\_E8\\_81\\_8C\\_E5\\_9C\\_BA\\_E4\\_BA\\_BA-\\_c85\\_245789.htm](https://www.100test.com/kao_ti2020/245/2021_2022__E8_81_8C_E5_9C_BA_E4_BA_BA-_c85_245789.htm) 1 I ' ve come to make sure that your stay in Beijing is a pleasant one. 我特地为你们安排使你们在北京的逗留愉快。 2 You ' re going out of your way for us, I believe. 我相信这是对我们的特殊照顾了。 3 It ' s just the matter of the schedule, that is, if it is convenient for you right now. 如果你们感到方便的话，我想现在讨论一下日程安排的问题。 4 I think we can draw up a tentative plan now. 我认为现在可以先草拟一具临时方案。 5 If he wants to make any changes, minor alternations can be made then. 如果他有什么意见的话，我们还可以对计划稍加修改。 6 Is there any way of ensuring we ' ll have enough time for our talks? 我们是否能保证有充足的时间来谈判？ 7 So our evenings will be quite full then? 那么我们的活动在晚上也安排满了吗？ 8 We ' ll leave some evenings free, that is, if it is all right with you. 如果你们愿意的话，我们想留几个晚上供你们自由支配。 9 We ' d have to compare notes on what we ' ve discussed during the day. 我们想用点时间来研究讨论一下白天谈判的情况。 10 That ' ll put us both in the picture. 这样双方都能了解全面的情况。 11 Then we ' d have some ideas of what you ' ll be needing 那么我们会心中有点儿数，知道你们需要什么了。 12 I can ' t say for certain off-hand. 我还不能马上说定。 13 Better have something we can get our hands on rather than just spend all our time talking. 有些实际材料拿到手总比坐着闲聊强。 14 It ' ll be easier for us to get down to facts then. 这样就容易进

行实质性的谈判了。 15 But wouldn ' t you like to spend an extra day or two here? 你们不愿意在北京多待一天吗? 转贴于: 考试大\_商务英语考试 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](http://www.100test.com)