

商业实用英文连载（二）PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/252/2021\\_2022\\_\\_E5\\_95\\_86\\_E4\\_B8\\_9A\\_E5\\_AE\\_9E\\_E7\\_c85\\_252441.htm](https://www.100test.com/kao_ti2020/252/2021_2022__E5_95_86_E4_B8_9A_E5_AE_9E_E7_c85_252441.htm) 常用商业例句 自我介绍 Introduction 实用例句 We are desirous of extending our connections in your country. 我们拟拓展本公司在贵国的业务。 We have been having a good sale of umbrellas and are desirous of expanding our market to your country. 我们的雨伞一直很畅销，而我们想要在贵国扩展敝公司的经营市场。 We have the pleasure of introducing ourselves to you as one of the most reputable exporters. 我们有这个荣幸向您介绍敝公司是一家信誉优良的出口商。 BCQ is an ISO, UL and NSF certified company. BCQ是一家ISO、UL和NSF合格认证的公司。 We shall be much obliged if you will give us a list of some reliable business houses in Japan. 如果您能提供敝公司一些在日本具有可靠信誉的公司名单，敝公司将感激不尽。 We would appreciate it if you could kindly introduce us in your publication as follows: 如果您能在您的出版品上刊登敝公司以下说明，敝公司将感激不尽： We specialize in this line of business. 我们专门经营此项服务。 We have been engaged in this business for the past 20 years. 敝公司从事这个业务已经有廿年的经验。 Because of our past years experience, we are well qualified to take care of your interests. 因为我们过去的经验，我们具有极佳的胜任能力来照顾您的权益。 Our company is well-established and reliable. 我们公司有口皆碑且信用可靠。 We have close business relations with the domestic private enterprises. 敝公司与国内私人企业有非常密切

的商务关系。 We have four manufacturing plants in different countries: China, Japan, Spain and Philippine. 我们在不同的国家共有四个制造工厂：中国大陆、日本、西班牙及菲律宾。 We have full confidence that we will meet all your requirements. 我们有信心可以满足您的所有需求。 提议会面Appointment 实用例句 Id like to make an appointment to see you. 我想要跟您约个时间见面。 Would it be possible for us to talk to Mr. Black in person about that? 我们可否亲自跟布莱克先生谈此事？ Mr. White would like to come and see you. 怀特先生想登门拜访。 Could we meet and discuss the matter in a little more detail? 我们可以见面再详细讨论一下这件事吗？ Could we get together and discuss it a little more? 我们可否见面时再多讨论一下？ I wonder if it would be possible for us to meet you at your office. 能不能在你办公室见个面？ Could I see Miss Jones sometime next week? 下个星期我能找个时间跟琼斯小姐见个面吗？ Id like to meet Mr. Cruise at four oclock in the afternoon. 下午四点我想跟克鲁斯先生见个面。 Id like to see you tomorrow if you have time. 如果您有空我想明天跟您见个面。 Should I visit you, or would you like to come over here and talk about it? 我能去拜访您或是您要过来讨论呢？ How about come to my office? 你觉得来我的办公室如何？ I would like to talk about it more often if you have time tomorrow. 假使你明天有空，我想要多讨论一下 What do you say if we talk about it at your office? 你觉得我们在你的办公室讨论如何？ I will have Debbie and Martin visit you and talk about it formally. 我会请黛比和马丁拜访你并正式地讨论这件事。 Would you arrange a formal appointment for us? 您能为我们安排一个正式的

会议吗？ 约定会面 Arrange for an appointment 实用例句 What do you think? 你觉得呢？ What do you say five oclock? 你觉得五点如何？ When can we meet to talk? 什么时候我们能见面谈谈？ When is it convenient for you? 您何时方便呢？ What time would be convenient for both of you? 您们两个人什么时候方便呢？ How about the day after tomorrow at five oclock p.m.? 后天下午五点如何？ How about tomorrow night at seven oclock? Is it OK with you? 明天晚上七点如何？ 你可以吗？ How about four oclock in my office? 四点在我的办公室如何？ How about next Monday or the day after tomorrow? 下星期一或是后天如何？ Are you free next Tuesday at two oclock p.m.? 下个星期二下午两点您有空吗？ Could we make a tentative appointment for Friday? 我们能暂时先约在星期五吗？ Lets tentatively say next Wednesday at four oclock p.m..... 我们暂时约定下星期三下午四点。 How about ten a.m. in my office? I will arrange this meeting. 早上十点在我办公室如何？ 我会安排这次会议。 Are you free right now? I really need to talk about it with you. 你现在有空吗？ 我真的必须和你讨论一下。 确定会面时间 Make sure for the appointment 实用例句 See you soon. 不久之后见。 Ill see you at eleven. 那就十一点见。 Anytime you say. 什么时候都可以。 Anytime between three and five. 三点到五点都可以。 Im free after three oclock. 三点以后我有空。 Which one do you prefer? Two or four oclock? 两点或四点你比较喜欢哪一个？ I think three oclock is much better. 我觉得三点比较好。 Ill be out of town next Wednesday, but anytime after that would be fine with me. 下星期三我会出城去，在这之后我任何时间都可以。 Please call on me

anytime when it is convenient for you. 欢迎来访，只要任何时候您方便时。 Please call on me it suits you. 你方便时都随时欢迎光临。 Ten oclock is fine with me. 我十点可以。 Just give me a call before you come over. 你来之前打个电话给我就可以了。 Im looking forward to meeting Mr. Jackson. 我期待和杰克森先生见面。 We are really looking forward to this appoinment. 我们真的很期待这次的会面。 Well be expecting you all. 我们期待您们的光临。 Well be waiting for Henry and Eileen. 我们恭候亨利和艾琳的光临。 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)