

商务英语会谈中如何介绍谈话轮廓 PDF转换可能丢失图片或格式，建议阅读原文

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无论是什么谈话，在开始时总要大概介绍一下谈话的轮廓，就象作文的主题纲要一样，本文就教给大家一些商务英语会谈时可以参考的谈话轮廓用语。

1. Before I begin, let ' s make it clear that it ' s only a non-formal talk.
2. To begin with, I ' d like to make a brief introduction of the current market situation.
3. I ' d like to begin by telling you about the latest development of the market.
4. First, let me outline the current problems we are facing.
5. First of all, we have to settle our disputes about the quality of your supplied goods.
6. Secondly, I ' d like to look at the causes of the damage.
7. Thirdly, we ' ll see if our solution is workable.
8. I will then go on to describe the main features.
9. After that, we ' ll try to find out the ways to solve these problems.
10. Following that, we ' ll go into details of these accidents.
11. Following on from there, I ' ll suggest some possible solutions.
12. Next, I ' ll spend a few minutes looking at the other methods available now.
13. Finally, I ' d like to conclude by recommending a few changes in packaging.
14. Last but not least, we ' ll discuss how to carry out the contract smoothly.

中文参考：1. 在开始前，我先说明一下，这只是个非正式会谈。2. 一开始，我想简单介绍一下当前市场情况。3. 我想先向大家谈谈市场的最新发展情况。4. 首先，我来大概介绍一下当前面临的问题。5. 首先，我们要解决双方关于供货品质的分歧意见。6. 其次，我想分析一下造成货损的原因。7. 再次，我们来看

看解决问题的方法是否可行。 8. 而后，我将阐述其主要特征。 9. 这以后，我们将设法寻找解决这些问题的方法。 10. 再往下，我们将对这些事故进行深入研究。 11. 继而，我将提出一些可能的解决方法。 12. 而后，我要花点时间探讨其他可采用的方法。 13. 最后，我想对包装材料变更提出一些建议，并以此结束我的发言。 14. 最后单并非最不重要的是，我们将讨论如何顺利执行合同。 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