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https://www.100test.com/kao_ti2020/33/2021_2022__E5_A4_96_E8_B4_B8_E8_8B_B1_E8_c28_33530.htm 做介绍是比较严肃的事情，夸夸其谈并不被欣赏。初次见面，一般采用握手的礼节。握手者双目注视对方，微笑，问候，致意，不要看第三者或显得心不在焉。除了关系亲近的人可以长久地把手握在一起外，一般都是握一下即可。上下级之间，上级伸手后，下级才能接握；主人与客人之间，主人宜主动伸手；男女之间，女方伸手后，男方才能伸手相握；当然，如果男方为长者，则遵照前面所说的方法。不要使自己有紧盯或逼视对方的样子，才被认为有礼貌。与人谈话时，不要用手指指人，不宜与对方离得太远或太近。不要过于兴奋，过多的手势会被认为不得体。对女士衣饰可予以赞扬，但不要问人家是花多少钱买来的等问题。要牢记对方的姓名和职位。为使交谈进行下去，可以开始纯属交际性的谈话，如天气等，这在很多国家都是可行的。要把在座的每一个人都介绍到。除了介绍名字之外，提供一些个人背景情况，有助于介绍双方进一步交谈。西方人通常不像中国人和日本人那样在介绍时彼此递送名片，他们通常只有在商务活动中才使用名片。英：In the following conversation, Carol Jacobs is a senior executive from a corporate head office. She 's on a business trip to the company 's Asia Division office (joint venture in Beijing). David Li, the Vice-President in charge of Asian operations, greets her. David: Good morning, Carol. It 's great to see you again. Did you have a good trip over? Carol: Yes, it was a good flight. I was a little

tired yesterday, but I ' m OK now. David: Great! If you ' re ready, I ' d like to introduce you to some of our key personnel. Carol: Let ' s go. David: Carol, this is Kathy Chen, our Financial Officer. Kathy, I ' d like you to meet Carol Jacobs. Carol: I ' m pleased to meet you, Kathy. You ' re doing a great job. The division ' s finances are in top shape. Kathy: Thank you, Ms Jacobs. I ' m happy to meet you, too. David: And this is Ben Guo. He ' s in charge of Marketing. Ben, let me introduce Carol Jacobs. Ben: How do you do, Ms Jacobs? Carol: It ' s a pleasure to meet you, Ben. So you ' re the one responsible for those outstanding sales figures I ' ve seen. Ben: Thank you. I must say I have a great staff. David: I think you ' ll find all of our staff is top-notch. Carol: I ' m already convinced of that, from the reports I ' ve seen. Well, I ' d like to see our manufacturing operation now, if I could. David: Sure thing! Right this way 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