外贸英语《商务英语:如何做商务介绍?》PDF转换可能丢失图 片或格式,建议阅读原文

https://www.100test.com/kao\_ti2020/35/2021\_2022\_\_E5\_A4\_96\_E 8\_B4\_B8\_E8\_8B\_B1\_E8\_c29\_35191.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

tiredyesterday, 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. 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