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[https://www.100test.com/kao\\_ti2020/468/2021\\_2022\\_\\_E9\\_87\\_91\\_E8\\_9E\\_8D\\_E8\\_8B\\_B1\\_E8\\_c67\\_468157.htm](https://www.100test.com/kao_ti2020/468/2021_2022__E9_87_91_E8_9E_8D_E8_8B_B1_E8_c67_468157.htm) Wed better talk to the boss. 我们最好和老板谈谈。 OK. Right. 好吧。 Fine. I see. 好，我懂。 Really? Thats interesting. 真的？太有意思了。 To be honest, Id prefer a glass of water. 说真的，我想喝杯水。 Do you mind if I smoke? 你介意我吸烟吗？ No problem./Not at all. Please go ahead. 请便。 Id rather you didn't. 最好别吸。 I need to talk to my boss. 我想和老板谈谈。 Let me explain something about our company. 我来介绍一些公司的情况。 Let me help you with your bags. 我帮你拎包。 Let me take your coat. 我替你拿外衣。 Shall I call you a taxi? 我为你叫辆的士好吗？ Would you like a tea? 来份茶吗？ I think Ill have chicken. 我要一份鸡肉。 Thank you for the invitation. 感谢你的邀请。 Ive had a very interesting visit. 我的这次访问很有趣。 Your products are excellent. 你们的产品太棒了。 Your prices are reasonable. 你们的价格合理。 Shall I show you around the factory? 我带你去参观工厂，好吗？ Thats very kind of you, thank you. 你太好了，谢谢。 Thank you but Ive made other plans. 谢谢，但我已另有安排。 What would you like? 你想吃点什么？ Can you recommend something? 你能推荐一下吗？ Id like a sandwich. 我要一个三明治。 No, thank you, Im afraid I'm not hungry. 不，谢谢，我不饿。 Would you like to have dinner with me? 愿意和我们一起吃晚饭吗？ Yes, Id like that, thank you. 好啊，谢谢。 Ill meet you at 7 o'clock. 我们七点见。 Im sorry I can

' t. I arranged the trip last month. 对不起。上个月我已安排了旅行。 It'll be difficult but I ' ll try. I'll let you know this afternoon. 这很困难，但我会努力。今天下午我告诉你。 I can make the meeting on Monday. 我可以安排星期一见面。 Would you like to have lunch on Saturday? 你愿意星期六一起吃午饭吗? That's very kind of you. 你太好了。 That suits me fine. 这对我很合适。 Have you got a moment? 你有空吗? Yes, sure. 是的，有空。 I'm afraid I ' m rather busy. 抱歉，我很忙。 Can you rearrange our schedule? 你能重新安排一下我们的日程吗? No, I'm sorry, I can ' t do that. 对不起，我没空。 When would be convenient? 什么时候方便? ( What time would be good for you? ) I'm busy on Wednesday. What about Thursday? 星期三我很忙。星期四行吗? Let me check my diary. Yes, that's fine. 我查看一下。好，我有时间。 We can make the meeting on Friday. 我们可以星期五见面。 Are you free on Wednesday afternoon? 星期三下午你有空吗? No, I'm sorry, I ' m busy on Wednesday. 对不起，没空。星期三我很忙。 What about Thursday morning, then? 星期四早晨呢? Yes, that's fine. 有空。 Would 10 o'clock on Monday be convenient? 星期一十点你方便吗? How many companies/departments are there? 有多少家公司/部门? There are five companies. 有五家公司。 There is one Managing Director in each of the five companies. 五家的公司的每一家都有一名管理主任。 Are you free on Monday evening? 星期一晚上你有空吗? Yes, I am. 有空

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