

办公英语系列用简单英语谈生意（参观篇）秘书资格考试

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https://www.100test.com/kao_ti2020/515/2021_2022__E5_8A_9E_E5_85_AC_E8_8B_B1_E8_c39_515452.htm (1) A: Would you like to go through our factory some time? B: That's a good idea. A: I can set up a tour next week. B: Just let me know which day. A: 什么时候来看看我们的工厂吧? B: 好啊。A: 我可以安排在下个礼拜参观。B: 决定好哪一天就告诉我。(2) A: thank for coming today. B: I've wanted to see your factory for a long time. A: we can start any time you're ready. B: I'm all set. A: 谢谢您今天的莅临。B: 好久就想来看看你们的工厂了。A: 只要你准备好了，我们随时可以开始。B: 我都准备好了。(3) A: The tour should last about an hour and a half. B: I'm really looking forward to this. A: We can start over here. B: I'll just follow you. A: 这次参观大概需要一个半小时。B: 我期待这次参观很久了。A: 我们可以从这里开始。B: 我跟着你就是。(4) A: Please stop me if you have any question. B: I will. A: Duck your head as you go through the door there. B: Thank you. A: 有任何问题，请随时叫我停下来。B: 好的。A: 经过那儿的门时，请将头放低。B: 谢谢。(5) A: You'll have to wear this hard hat for the tour. B: This one seems a little small for me. A: Here, try this one. B: That's better. A: 参观时必需戴上这安全帽。B: 这顶我戴好像小了一点。A: 喏，试试这一顶。B: 好多了。(6) A: That's the end of the tour. B: It was a great help to me. A: Just let me know if you want to bring anyone else. B: I'd like to have my boss

go through the plant one day. A : 参观就此结束了。 B : 真是获益良多。 A : 如果你要带别人来 , 请随时通知我。 B : 我真想叫我老板哪天也过来看看。 (7) A : I ' d like to see your showroom. B : Do you know where it is ? A : No , I don ' t. B : I ' ll have the office send you a map. A : 我想参观你们的展示中心。 B : 你知道地方吗 ? A : 不知道。 B : 我会叫公司里的人送张地图给你。 (8) A : I ' m hoping to get to your showroom. B : When might you go ? A : I was thinking about next Tuesday. B : I ' ll meet you there , shall we say about eleven o ' clock. A : 我打算到你们的展示中心看看。 B : 什么时候想去呢 ? A : 我想下个礼拜二。 B : 我会在那儿等你 , 你看十一点左右如何。 (9) A : Welcome to our showroom. B : Thank you , I ' m glad to be here. A : Is there anything I can show you. B : I think I ' d like to just look around . A : 欢迎参观我们的展示室。 B : 谢谢 , 我很高兴到这里来。 A : 有什么要我拿给你们看的吗 ? B : 哦 , 我只是看看而已。 (10) A : Where can we see your complete line ? B : We have a showroom in this city. A : I ' d like to see it. B : Drop by anytime. A : 什么地方可以看到你们全部产品的样品 ? B : 我们在本市设有一个展示中心。 A : 我想看看。 B : 随时欢迎参观者。 (11) A : Is this your first visit to our showroom. B : Yes , it is . A : Can I show you around. B : That would be nice of you . A : 您是第一次到我们展示室来的吧。 B : 是的。 A : 我来带你四处看看好吗 ? B : 那太好了 ! (12) A : Be sure to call me if you need anything . B : Where are your smaller computers ? A : Over there , near the back. B : Thanks . I see them now . A : 如有什么需要

, 请叫我。 B : 你们的小型电脑在那里 ? A : 就在那边 , 靠后头的地方。 B : 谢了 , 我现在看到了。 (13) A : This is our latest product . B : When is it going to be on the market ? A : It will be out next month . B : Could I have this sample free of charge ? A : 这是我们的最新产品。 B : 什么时候上市啊 A : 下个月即可推出。 B : 这样品可以免费送我吗 ? (14) A : I ' d like to take these catalogs with me . B : Sure . go right ahead . A : And I want these price lists as well. B : Please take whatever you like . A : 这些目录我想带走。 B : 好啊 , 请便。 A : 还有这些价目表我也要。 B : 请随意拿取吧。 (15) A : How is the product selling ? B : It ' s selling well . A : What are the selling points of your product ? B : Compared with competing products , ours is smaller and lighter. A : 这产品卖得怎么样 ? B : 卖得很好啊 ! A : 你们的销售重点是什么呢 ? B : 比起其它竞争产品 , 我们的比较轻巧。 (16) A : I ' m not sure how this works. B : Would you like me to demonstrate it for you ? A : Can you ? B : Sure .no problem at all. A : 我不懂这是如何操作的。 B : 要不要我来为你示范一下 ? A : 可以吗 ? B : 当然 , 没问题。 (17) A : Anything particular you ' re interested in ? B : I ' m very much interested in your personal computers. A : Well , this is our latest catalog. B : We ' ll order after we see the sample. A : 有什么你特别感兴趣的吗 ? B : 我对你们的个人电脑深感兴趣。 A : 嗯 , 这是我们的最新的目录。 B : 我们要看过样品才会下订单。 (18) A : We ' re having a special showing next week in our showroom. B : What do you mean by special ? A : It will be by special invitation only. B : Please make sure I get an

invitation.h A：下个星期在我们的陈列室中将有一个特别的展出。 B：怎么特别呢。 A：我们只邀请特别的客户 B：请记住寄张请帖给我哦。（19） A：We hope you enjoyed the visit to the showroom. B：Yes , it helped me out a lot. A：Would you be kind enough to sign our visitors ' book ? B：I ' d be happy to . A：希望你还喜欢我们的展示室 B：嗯，收获不少， A：请在来宾簿上签名好吗？ B：很乐意。（20） A：We have this item in three price levels . B：We need the best possible quality. A：That means the A-24. B：I see , that ' s what we will order. A：此一品目，我们分三种等级的价格。 B：我们要尽可能最好的品质。 A：那就是A-24了。 B：哦，我们要订的就是那种。

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