

备考辅导：初级商务英语(BEC)口语目录商务英语考试 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/557/2021_2022__E5_A4_87_E8_80_83_E8_BE_85_E5_c85_557218.htm 初级商务英语口语目录 Lesson One 自我介绍 (Self-Introduction) Lesson Two 更多了解 (Effective Question and Answer Techniques) Lesson Three 电话技巧 (Western telephone etiquette) Lesson Four 制定日程 (Setting agenda for meetings, travel and events) Lesson Five 安排事物 (Inviting, accepting, declining, offering, refusing) Lesson Six 商业用餐 (Translations on foods, showing opinions) Lesson Seven 工作之余 (Choosing and developing topics of conversation) Lesson Eight 工作面试 (Job interview)来源：考试大 Lesson Nine 办公自动化 (Office Automation) Lesson Ten 商业会议 (At the Meeting)

Lesson One自我介绍 (Self-Introduction) Welcoming On behalf of ..., I ' m very glad to welcome you... It ' s a pleasure to see you here. Welcome to... Thank you for coming all this way. Self Introduction Please let me introduce myself. I ' m... How do you do? My name is... May I introduce myself? I ' m... It ' s a pleasure to make your acquaintance. My name is... Third-party Introduction It ' s my pleasure to introduce you to ... I ' d like to introduce you to ... A, let me introduce you to ... A, I ' d like you to meet ... A, I don ' t believe you ' ve ever met ... This is ... He ' s in charge of... He looks after... He ' s our ... Director/Manager. Offering Let me get you a coffee. Would you like a coffee? Let me take your coat.Small talk topics Travel How ' s your flight? How do you like our city? Is this your first visit to...? Did you have a good trip? Was it

easy to find here? Weather It ' s a beautiful day, isn ' t it? I heard it ' s going to rain this afternoon. My flight was cancelled because of the heavy snow. There will be a storm tomorrow. Finally we ' ve gotten a beautiful day. I hate the summers here. There ' s too much rain and it ' s usually very hot. I ' m a spring/summer/autumn/winter person. Cold, isn ' t it? I ' m freezing. It ' s lovely/sunny/warm. It was dismal/cloudy/cold/damp/wet/stormy/windy. Accommodation How ' s your hotel? It ' s very comfortable/convenient/luxurious. The service is excellent. It ' s rather noisy/dirty. The service is rather slow. The rooms are a bit cramped. Sample Dialogue A: Welcome to ABC. I ' m John Smith. I look after the accounting department here. B: Nice to meet you. My name is Susan Wong. A: Nice to meet you, Susan. How was your trip? B: Slow. It was caught in awful traffic. A: Sorry to hear that. Anyway, have you checked in? B: Yes. A: Everything OK? B: Fine. A: So how do you find our weather? B: It ' s hot. When I left home, it was only ten degrees. 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