

# 商务谈判-常用英语口语

## 附经典例句

### 1. 提出建议 (Making Suggestions)

- **I suggest (that) we should...**  
*I suggest that we should consider a joint marketing campaign.*  
我建议我们应该考虑一场联合营销活动。
- **What if we...?**  
*What if we offer a discount for bulk orders?*  
如果我们对大宗订单提供折扣怎么样?

### 2. 谈论价格和条款 (Discussing Price and Terms)

- **Could you give us a discount of...?**  
*Could you give us a discount of 10% for the first year?*  
你们能给我们一年的10%折扣吗?
- **We are willing to negotiate the terms.**  
*We are willing to negotiate the terms to reach a mutually beneficial agreement.*  
我们愿意就条款进行谈判, 以达成互利共赢的协议。

### 3. 达成共识 (Reaching Agreement)

- **It seems we have reached an agreement.**  
*It seems we have reached an agreement on the delivery schedule.*  
看起来我们在交货时间表上达成了一致。
- **Let's formalize the agreement.**  
*Let's formalize the agreement in writing for clarity.*  
让我们将协议正式写下来以确保清晰明了。

### 4. 回应请求和建议 (Responding to Requests and Suggestions)

- **We appreciate your proposal, but...**  
*We appreciate your proposal, but we need some modifications.*  
我们感谢你的提议, 但是我们需要一些修改。
- **I'm afraid that's not possible.**  
*I'm afraid that's not possible given our current budget constraints.*  
恐怕由于我们当前的预算限制, 这是不可能的。

### 5. 提出条件和限制 (Stating Conditions and Limitations)

- **Our offer is subject to...**  
*Our offer is subject to a minimum order quantity of 1000 units.*  
我们的报价需要最低订购数量为1000个单位。
- **We can proceed if...**  
*We can proceed if you agree to the payment terms outlined in the contract.*  
如果你同意合同中规定的付款条款, 我们可以继续进行。

### 6. 寻求确认 (Seeking Confirmation)

- **Could you please confirm...?**  
*Could you please confirm the delivery date?*  
你能确认一下交货日期吗?
- **I just want to confirm the details.**  
*I just want to confirm the details before we finalize the agreement.*  
我只是想在我们敲定协议之前确认一下细节。

## 7. 提出抱怨 (Expressing Complaints)

- **We are concerned about...**  
*We are concerned about the quality of the last shipment.*  
我们对上一批货的质量感到担忧。
- **I must express my dissatisfaction with...**  
*I must express my dissatisfaction with the delayed response from your team.*  
我必须表达我对你们团队迟迟未回的不满。

## 8. 请求延期或变更 (Requesting Extension or Changes)

- **Could we extend the deadline to...?**  
*Could we extend the deadline to accommodate the additional requirements?*  
我们能延长截止日期来满足额外的需求吗?
- **I wonder if we could modify...**  
*I wonder if we could modify the terms of the contract slightly.*  
我想知道我们是否能稍微修改合同条款。

## 9. 提出威胁 (Issuing a Warning)

- **If this issue is not resolved...**  
*If this issue is not resolved promptly, we may need to reconsider our partnership.*  
如果这个问题不能迅速解决, 我们可能需要重新考虑我们的合作关系。
- **I must warn you that...**  
*I must warn you that repeated delays may lead to contract termination.*  
我必须警告你, 多次延迟可能导致合同终止。

## 10. 请求帮助 (Seeking Assistance)

- **Is there any way you could help us with...?**  
*Is there any way you could help us with the customs clearance process?*  
你们是否有办法帮助我们完成海关清关流程?
- **We would appreciate your assistance in...**  
*We would appreciate your assistance in resolving this matter as soon as possible.*  
我们将感激你们尽快帮助解决这个问题。

## 11. 请求确认 (Seeking Confirmation)

- **Could you please verify...?**  
*Could you please verify the quantities before we proceed with the order?*  
在我们继续订单之前, 你能验证一下数量吗?
- **I need confirmation on...**  
*I need confirmation on the payment method you prefer.*  
我需要确认你们偏好的付款方式。

## 12. 提出解决方案 (Proposing Solutions)

- **What if we consider...?**  
*What if we consider a phased implementation to ease the transition?*  
如果我们考虑分阶段实施来缓解过渡, 怎么样?
- **One possible solution could be...**  
*One possible solution could be adjusting the delivery schedule to better align with your production needs.*  
一个可能的解决方案是调整交货时间表, 以更好地满足你们的生产需求。

### 13. 提供保证和承诺 (Offering Assurances and Commitments)

- **I assure you that...**

*I assure you that we will deliver the products on the agreed date.*  
我向你保证我们会在约定日期交付产品。

- **Rest assured that...**

*Rest assured that we have taken measures to address the quality concerns.*  
放心，我们已经采取措施解决了质量问题。

### 14. 表达感激 (Expressing Gratitude)

- **We appreciate your cooperation.**

*We appreciate your cooperation in finalizing the contract terms.*  
我们感激你们在敲定合同条款方面的合作。

- **Thank you for your understanding.**

*Thank you for your understanding regarding the slight delay in delivery.*  
感谢你们对交货稍微延迟的理解。

### 15. 提出要求 (Making Requests)

- **Could you kindly...?**

*Could you kindly provide us with the updated price list?*  
你们能否友好地提供给我们更新的价格表？

- **I would appreciate it if you could...**

*I would appreciate it if you could send us the contract details at your earliest convenience.*  
如果你们能尽快把合同细节发送给我们，我将不胜感激。

### 16. 寻求妥协 (Seeking Compromise)

- **Let's meet halfway.**

*Let's meet halfway on the pricing to ensure a fair deal for both parties.*  
为了确保双方公平交易，我们来个中庸之道吧。

- **I believe there's room for negotiation.**

*I believe there's room for negotiation on the delivery schedule.*  
我相信在交货时间表上有谈判的余地。

### 17. 强调关键点 (Emphasizing Key Points)

- **The crucial point here is...**

*The crucial point here is the quality of the raw materials used in production.*  
关键点在于生产中使用的原材料的质量。

- **It's essential that we...**

*It's essential that we finalize the details of the service agreement before the end of this month.*  
我们必须在本月结束前敲定服务协议的细节，这一点非常重要。

### 18. 引入新议题 (Introducing a New Topic)

- **On another note...**

*On another note, have you considered the potential for future collaborations?*  
另外一个问题，你考虑过未来合作的可能性吗？

- **There's one more thing I'd like to discuss.**

*There's one more thing I'd like to discuss before we conclude our meeting.*  
在我们结束会议之前，我还有一件事想要讨论。



## 19. 提出条件 (Stating Conditions)

- **We are willing to proceed if...**

*We are willing to proceed if the quality assurance measures are implemented as discussed.*

如果我们讨论的质量保证措施得以实施，我们愿意继续进行。

- **I'm afraid we can't agree unless...**

*I'm afraid we can't agree unless the payment terms are revised.*

恐怕我们不能同意，除非支付条款得到修改。

## 20. 征求意见 (Seeking Opinions)

- **What are your thoughts on...?**

*What are your thoughts on the proposed marketing strategy?*

对于提议的营销策略，你有什么看法？

- **How do you feel about...?**

*How do you feel about extending the partnership for another year?*

对于将合作关系延长一年，你有什么看法？

## 21. 回应建议 (Responding to Suggestions)

- **That sounds reasonable.**

*The revised delivery schedule sounds reasonable to us.*

修改后的交货时间表对我们来说很合理。

- **I see where you're coming from, but...**

*I see where you're coming from, but our budget constraints prevent us from accepting the offer.*

我理解你的立场，但是我们的预算限制使我们无法接受这个提议。

## 22. 阐明立场 (Clarifying Position)

- **Just to clarify...**

*Just to clarify, our company policy prohibits discounts on the initial order.*

澄清一下，我们公司政策禁止对首次订单进行折扣。

- **I want to make it clear that...**

*I want to make it clear that any alterations to the contract must be mutually agreed upon in writing.*

我想明确指出，对合同的任何修改必须经过双方书面同意。

## 23. 回应邀请 (Responding to Invitations)

- **We appreciate the invitation, but unfortunately...**

*We appreciate the invitation, but unfortunately, our team is fully committed this month.*

我们感谢邀请，但不幸的是，我们团队本月已经全部安排满了。

- **We would be delighted to attend.**

*We would be delighted to attend the product launch event on the 15th.*

我们非常高兴能够参加15号的产品发布会。

## 24. 请求进一步信息 (Requesting Further Information)

- **Could you provide more details about...?**

*Could you provide more details about the terms and conditions of the partnership agreement?*

你能提供关于合作协议条款的更多细节吗？

## 25. 强调关键点 (Emphasizing Key Points)

- **I would like to emphasize that...**

*I would like to emphasize that timely delivery is crucial for this project.*

我想强调及时交付对于这个项目非常关键。

## 26. 提供建议 (Offering Suggestions)

**Have you considered...?**

*Have you considered incorporating social media marketing into your promotional strategy?*

你考虑过将社交媒体营销纳入你的推广策略吗?

## 27. 提醒时间 (Reminding of Deadlines)

- **Just a reminder that...**

*Just a reminder that the proposal submission deadline is next Friday.*

提醒一下, 提案提交截止日期是下周五。

## 28. 表达感谢 (Expressing Gratitude)

- **We are grateful for your cooperation.**

*We are grateful for your cooperation in this joint venture.*

我们感谢你在这次合作中的支持。

## 29. 确认协议 (Confirming Agreements)

- **So, it's agreed then...**

*So, it's agreed then. We'll proceed with the new pricing structure.*

那么, 协议就这样定下来了。我们会执行新的价格结构。

## 30. 转交信息 (Passing on Information)

- **I was instructed to inform you that...**

*I was instructed to inform you that the shipment has been dispatched.*

我受命通知您, 货物已经发出。

## 31. 示好意 (Expressing Goodwill)

- **We hope this deal will be beneficial for both parties.**

*We hope this deal will be beneficial for both parties involved in the long run.*

我们希望这笔交易将从长远角度对双方都有益。

## 32. 提供保障 (Offering Assurances)

- **I assure you that...**

*I assure you that our team will meet all the project deadlines.*

我向你保证, 我们团队会在所有项目截止日期前完成工作。

## 35. 结束谈判 (Concluding Negotiations)

- **Let's consider this matter settled.**

*Let's consider this matter settled. We look forward to our future collaboration.*

让我们将这个问题视为解决。期待我们未来的合作。

## 36. 总结讨论 (Summarizing the Discussion)

- **To sum up...**

*To sum up, we have reached a consensus on the pricing and delivery terms.*

总结一下, 我们已经就价格和交货条款达成了共识。

- **In conclusion...**

*In conclusion, I believe this partnership will be mutually beneficial and long-lasting.*

总的来说, 我相信这次合作将是互惠互利且长久的。