

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。