

《商务英语口语900句》

??????900?

1 I want a package deal including airfare and hotel.

????????????????

2 I'd like to change this ticket to the first class.

????????????

3 I'd like to reserve a sleeper to Chicago.

????????????

4 I won't check this baggage ??????????

5 I'd like to sit in the front of the plane.

6 I missed my train.

7 I haven't nothing to declare. ??????????

8 it's all personal effects. ??????????????

9 I'll pick up ticket at the airport counter.

????????????

10 I'd like two seats on today's northwest flight 7 to Detroit, please.

????????????????????????????

11 we waited for john in the lobby of the airport.

????????????????

12 I'd like to buy an excursion pass instead.

????????????

13 I'd like a refund on this ticket. ??????????

14 I'd like to have a seat by the window.

????????????

15 you have to change at Chicago station.



??????????????

16 we have only one a day for New York.

??????????????

17 sorry, they are already full. ????????

18 I'd like to reserve a seat to New York.

??????????????

19 the flight number is ak708 on September 5th.

20 there's a ten thirty flight in the morning.

??10??????

21 I'm looking for my baggage? ????????

22 I'd like to make a reservation. ??????

23 the sooner, the better. ??????

24 I'd like to change my reservation.

??????????????

25 I'd like to reconfirm my flight from London to Tokyo. ????????????????????

26 my reservation number is 2991.

27 I made a reservation in Tokyo.

??????????

28 I made reservations yesterday. ????????

29 I want to reserve a seat from Los Angeles to Tokyo. ????????????????????

30 I always have a big wash to do on Saturdays.

??????????????????

31 the laundry is not dry enough. ????????

32 I put too much detergent in the washer.

??????????????????

33 this stain is really stubborn. ????????

34 I did three loads of wash today.

??????????????

35 the train is comfortable.

36 I checked my baggage in the baggage section.

???????????

37 he guessed the train would come in early.

?????????????

38 the stations are always full of people?

39 I hope you have a good trip. ????????

40 you need to transfer at central station.

?????????????

41 how long are you going to stay here?

42 do you have anything to declare?

43 what's the purpose of your visit?

44 what time does the ship leave?

45 when will the ship leave for Honolulu?

?????????????????

46 could you please give me the departure time?

?????????????????

47 do I need a reservation to go by ship?

?????????????

48 how much for a one-way ticket to shanghai?

???????????????

49 when would you like to return/go?

????????????/??

50 do you have any tickets available for that date?

?????????????

51 Do you have any tickets available for that date?

?????????????

52 How much does a round trip ticket to go there cost? ??????????????????



53 Would you take this coat to the cleaner's?

????????????????

54 Will you iron out the wrinkles in this skirt?

????????????????

55 Won't you iron this shirt for me?

??????????????

56 Will you bring the laundry in if it rains?

????????????????

57 Where am I supposed to pay the excess train fare? ??????????

58 Where can you pick up your suitcase?

????????????????

59 When can you pick up your ticket?

????????????????

60 Where is immigration? ??????????

61 Where can I get my baggage?

????????????????

62 Is the departure time on schedule?

??????????

63 How long will the flight be delayed?

??????????

64 What's the cause of the delay?????????

65 Will the flight be delayed? ??????????

66 May I have baggage tags?????????????

67 Excuse me, what time will the plane arrive in Tokyo? ??????????????????

68 Could you explain how to fill this out?

????????????????

69 May I have a customs declaration form, please?

????????????????



70 May I have a disembarkation card?

????????????

71 Is this within the tax-free limit?

????????????

72 Where's a tax-free shop? ???????

73 What time should I be at the departure gate?

????????????

74 Could you help me find my baggage?

????????????

75 Will the flight be canceled? ???????

76 Would you please make my reservation to Chicago for tomorrow?

????????????????

77 Do you have a flight to New York departing at about 10 a.m. Next Monday?

78 What's the fare to New York, Economy Class?

????????????

79 Where do I pick up the ticket?

??????????

80 From which station does the train leave?

81 Can I stop over on the way?

??????????

82 Can I have a second-class one-way ticket to Chicago, please?

????????????????

83 Are there any discount tickets for me?

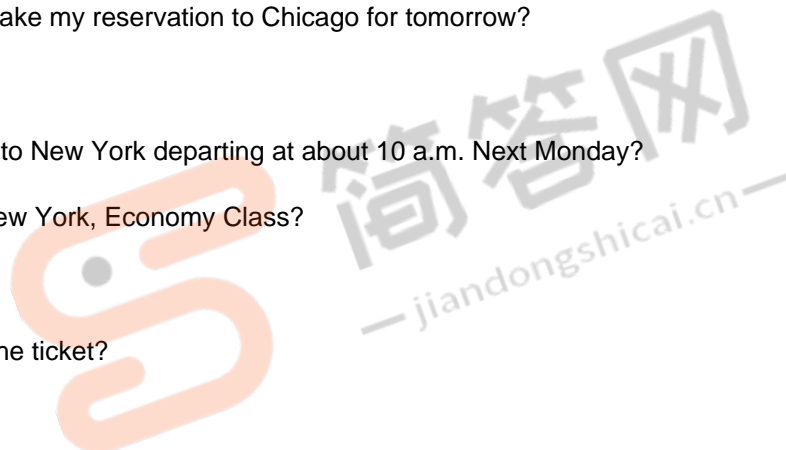
????????

84 What time does the plane take off?

????????

85 One way or a round trip ticket?

????????



86 What time does the first train to Boston leave?

????????????????????

87 Is it direct train? ???????

88 What platform does the train leave from?

??????????????

89 By what time should I check in?

????????????????

90 What is the boarding time? ??????

91 How much is the excess baggage charge?

??????????

92 Will this flight leave on time?

??????????

93 Can I bring this on the plane?

??????????????

94 What is the gate number? ???????

95 Are there reserved seats on the train?

??????????

96 Where is gate six? 6?????????

97 Where is the boarding gate for this flight?

??????????????

98 Has this seat number started boarding?

????????????????

99 Where is the ticket office? ???????

100 How long is the ticket valid?

??????????

101 Do I have to make a re//confirm/i/iation?

??????????

102 Is there any earlier one????????????



103 Could you tell me my reservation number, please? ????????????????

104 Can I get a seat for today's 7:00 a.m. train?

????????????????????

105 Could you change my flight date from London to Tokyo?

????????????????????

106 Is there any discount for the USA Railpass?

????????????

107 May I reconfirm my flight?

????????????

108 Are they all non-reserved seats?

????????????

109 Do I have to reserve a seat?

????????????

110 May I see a timetable? ??????????

111 How long will I have to wait? ????????

112 Which would you prefer, a smoking seat or a non-smoking seat?

????????????????????

113 Do you have any other flights?

114 When would you like to leave?

115 Can I reconfirm by phone???????????

116 Where can I make a reservation?

????????????

117 Do I need a reservation for the dining car?

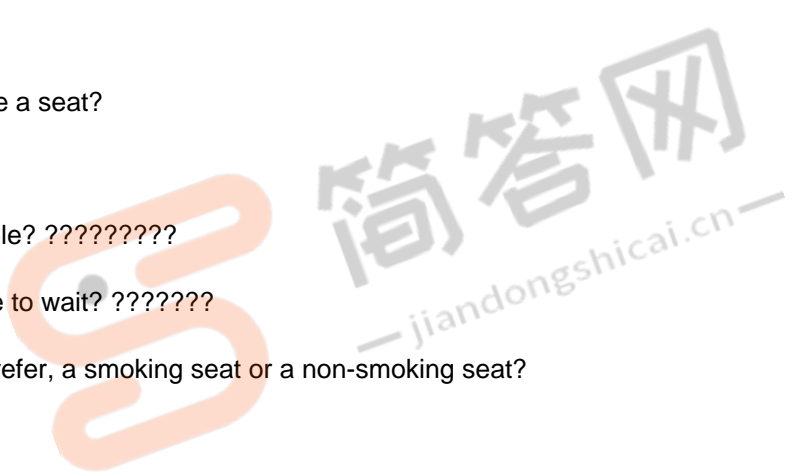
????????????

118 How many more minutes will it take for the train to arrive? ????????????????

119 Is this a daily flight? ??????????

120 Excuse me. May I get by?

????????????



121 How much does it cost to go there by ship?

????????????

122 Can I cancel this ticket? ??????????

123 Check it to my final destination

????????????

124 Please come to the airport by eight thirty at the latest. ?????8?30???????

125 Take your baggage to the baggage section.

????????????

126 Please open your baggage.?????????

127 Please fill in this disembarkation card.

????????????

128 Let me see your passport, please.

129 I have come to make sure that your stay in Beijing is a pleasant one.

????????????????????????

130 You're going out of your way for us, I believe.

????????????????????

131 It's just the matter of the schedule, that is, if it is convenient of you right now.

????????????????????????????????

132 I think we can draw up a tentative plan now.

????????????????????

133 If he wants to make any changes, minor alternations can be made then.

????????????????????????

134 Is there any way of ensuring we'll have enough time for our talks?

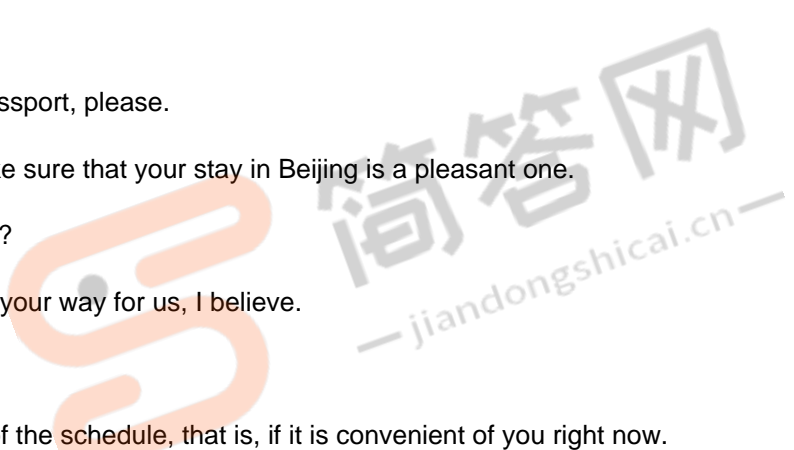
????????????????????

135 So our evenings will be quite full then?

????????????????????

136 We'll leave some evenings free, that is, if it is all right with you.

????????????????????



137 We'd have to compare notes on what we've discussed during the day.

????????????????????

138 That'll put us both in the picture.

????????????????

139 Then we'd have some idea of what you'll be needing.????????????????

140 I can't say for certain off-hand.

??????????

141 Better have something we can get our hands on rather than just spend all our time talking.

????????????????

142 It'll be easier for us to get down to facts then.

????????????????

143 But wouldn't you like to spend an extra day or two here? ????????????????

144 I'm afraid that won't be possible, much as we'd like to. ??????????????????

145 We've got to report back to the head office.

????????????????

146 Thank you for you cooperation.

147 We've arranged our schedule without any trouble. ??????????????????

148 Here is a copy of itinerary we have worked out for you and your friends. Would you please have a look at it?

????????????????????

149 If you have any questions on the details? feel free to ask.????????????????

150 I can see you have put a lot of time into it.

????????????????

151 We really wish you'll have a pleasant stay here. ??????????????????

152 I wonder if it is possible to arrange shopping for us.

153 Welcome to our factory.

154 I've been looking forward to visiting your factory. ????????????????

155 You'll know our products better after this visit.

156 Maybe we could start with the Designing Department. ??????????????????

157 Then we could look at the production line.

158 These drawings on the wall are process sheets. ??????????????

159 They describe how each process goes on to the next. ??????????????????

160 We are running on two shifts.

????????????????

161 Almost every process is computerized.

????????????????????

162 The efficiency is greatly raised, and the intensity of labor is decreased.

????????????????????????

163 All products have to go through five checks in the whole process.

????????????????????????

164 We believe that the quality is the soul of an enterprise. ??????????????????

165 Therefore, we always put quality as the first consideration. ??????????????????

166 Quality is even more important than quantity.

167 I hope my visit does not cause you too much trouble. ??????????????????

168 Do we have to wear the helmets?

????????????

169 Is the production line fully automatic?

????????????

170 What kind of quality control do you have?

????????????????

171 All products have to pass strict inspection before they go out.

????????????????????

172 What's your general impression, may I ask?

173 I'm impressed by your approach to business.

????????????????????

174 The product gives you an edge over your competitors, I guess.

????????????????????

175 No one can match us so far as quality is concerned.

????????????????????

176 I think we may be able to work together in the future. ????????????????

177 We are thinking of expanding into the Chinese market. ??????????????????

178 The purpose of my coming here is to inquire about possibilities of establishing trade relations with your company.

????????????????????

179 We would be glad to start business with you.

????????????????????

180 I'd appreciate your kind consideration in the coming negotiation. ????????????????

181 We are happy to be of help. ????????????

182 I can assure you of our close cooperation.

???????????

183 Would it be possible for me to have a closer look at your samples?

????????????????????

184 It will take me several hours if I really look at everything. ??????????????????????

185 You may be interested in only some of the items. ??????????????????

186 I can just have a glance at the rest.

????????????????????

187 They've met with great favor home and abroad. ??????????????????

188 All these articles are best selling lines.

????????????????????

189 Your desire coincides with ours.

????????????????????

190 No wonder you're so experienced.

???????????????

191 Textile business has become more and more difficult since the competition grew.

????????????????????

192 Could I have your latest catalogues or something that tells me about your company?

????????????????????????????????

193 At what time can we work out a deal?

??????????????

194 I hope to conclude some business with you.

????????????????

195 We also hope to expand our business with you. ??????????????????

196 This is our common desire.

??????????????

197 I think you probably know China has adopted a flexible policy in her foreign trade.

????????????????????????????????

198 I've read about it, but I'd like to know more about it.

??????????????????????????????

199 Seeing is believing. ????????

200 How would you like to proceed with the negotiations? ??????????????????

201 I'd like to know something about your foreign trade policy. ??????????????????

202 It is said that a new policy is being put into practice in your foreign trade.

??????????????????????????????

203 Our foreign trade policy has always been based on equality and mutual benefit and exchange of needed goods.

????????????????????????????????

204 We have adopted much more flexible methods in our dealings.

????????????????????

205 We have mainly adopted some usual international practices.

??????????????????????????????

206 You have also made some readjustment in your import and export business, have you?

??????????????????????????????

207 I'd like to know some information about the current investment environment in your country?

????????????????

208 We are sure both of us have a brighter future.

????????????????

209 We had expected much lower prices.

????????????

210 They are still lower than the quotations you can get elsewhere.

????????????????

211 I can show you other quotations that are lower than yours.

????????????????

212 When you compare the prices, you must take everything into consideration.

????????????????

213 I can assure you the prices we offer you are very favorable.

????????????????

214 I don't think you'll have any difficulty in pushing sales. ????????????????

215 But the market prices are changing frequently.

????????????????

216 It's up to you to decide. ??????????

217 The demand for our products has kept rising.

????????????????

218 How long will your offer hold good?

????????????????

219 We have new methods like compensation trade and joint ventrue.

????????????????

220 I think a joint venture would be beneficial to us both. ????????????????

221 Please give us your proposal if you're ready for that.

????????????????

222 Here is our contract. ??????????

223 Please go over it and see if everything is in order. ????????????????

224 Don't you think we should add a sentence here like this?

????????????????????

225 If one side fails to observe the contract, the other side is entitled to cancel it.

????????????????????

226 The loss for this reason should be charged by the side breaking the contract.

????????????????

227 Do you have any comment on this clause?

????????????

228 No wonder everyone speak highly of your commercial integrity.

????????????????

229 It is our permanent principle that contracts are honored and commercial integrity is maintained.

????????????????

230 Anything else you want to bring up for discussion.

????????????????

231 You may rest assured that the shipment will be duly delivered.

????????????????

232 We must have your LC at least one month before the time of shipment.

????????????????

233 The contract contains basically all we have agreed upon during our negotiations.

????????????????

234 I hope no questions about the terms.

????????????????

235 I'm glad our negotiation has come to a successful conclusion.

????????????????

236 I hope this will lead to further business between us.

????????????????

237 We'll sign two originals, each in Chinese and English language.

????????????????

238 I am ready to sign the agreement.

????????????

239 I'm sure you need an original signature, not a faxed copy. ??????????????????

240 So I will receive and sign it overnight.

????????????????????

241 We'll still be able to meet the deadline.

????????????????

242 I will keep you posted. ??????????

243 What is your hurry? ??????????

244 I'm sorry to burst in on you like this, but I'm really upset. ?????????,?????????

245 What on earth has happened to trouble you so? ??????????????????

246 I'm afraid I have bad news for you.

????????????????

247 The woolen sweaters you delivered do not match the sample we provided.

????????????????????????

248 You agreed that we could make a little change in design if necessary.

????????????????????????????

249 Our clients are very critical on quality.

????????????????????

250 What do you want us to do? ????????

251 Our clients want a replacement.

????????????

252 It's a bit too hard. ?????????

253 It's only the background color that's not identical. ??????????????????

254 It sounds like a reasonable solution.

????????????????

255 You are saying you turn on the computer and see nothing?

????????????????????????

256 I would say that you have a larger problem than just the monitor.

????????????????????

257 Whatever it is, I need this computer to work.

????????????????????

258 Is there any way you could bring it in to be looked at?

????????????????????

259 If not, our repairman can come to you.

????????????????????

260 I would prefer if he comes here.

??????????????

261 Our first bill came yesterday, and we have some questions.

????????????????????

262 I sure hope I can answer them for you.

????????????????

263 It does appear that way.???????????

264 Let me do some research on this and get back with you tomorrow.

????????????????

265 As they are in such a damaged condition, we doubt we will be able to take delivery.

????????????????

266 Do you know the percentage of the damaged portion? ????????????????

267 We should require a survey report, so that we may know the extent of the damage.

????????????????

268 You can see for yourselves the damaged condition and the reason why they are unassailable.

????????????????

269 We should make it clear whether the damage was caused in transit or during the unloading process, or by other reasons.

????????????????

270 The goods were carefully packed and shipped here in excellent condition.

????????????????????

271 Then the damage must be caused at somewhere along the line where the goods weren't handled properly.

????????????????????

272 I would like to present our comments in the following order.

????????????????????

273 First of all, I will outline the characteristics of our product.

????????????????????

274 When I present my views on the competitive products, I will refer to the patent situation.

????????????????????

275 Please proceed with your presentation.

??????????

276 Yes, we have been interested in new system.

????????????????????

277 Has your company done any research in this field? ????????????????????

278 Yes, we have done a little. But we have just started and have nothing to show you.

????????????????????

279 If you are interested, I will prepare a list of them. ????????????????????

280 By the way, before leaving this subject, I would like to add a few comments.

????????????????????

281 I would like to ask you a favor.

??????????????

282 Would you let me know your fax number?

283 Would it be too much to ask you to respond to my question by tomorrow?

??????????????????

284 Could you consider accepting our counterproposal????????????????????

285 I would really appreciate your persuading your management.

????????????????????

286 I would like to suggest that we take a coffee break. ????????????????????

287 Maybe we should hold off until we have covered item B on our agenda.

????????????B????

288 As a matter of fact, we would like to discuss internally regarding item B.

????????????????B????

289 I see. Let's break now.

290 Shall we take a break?

291 Let us take a break now.

292 Let me suggest we take a break.

293 May I propose that we break for coffee now?

????????????????

294 If you insist, I will comply with your request.

????????????????

295 We must stress that these payment terms are very important to us.

????????????????

296 Please be aware that this is a crucial issue to us. ????????????????

297 I do not know whether you realize it, but this condition is essential to us.

????????????????

298 Our policy is not to grant exclusivity.

????????????????

299 There should always be exceptions to the rule. ????????

300 I would not waste my time pursuing that.

????????????????

301 I would like to ask you a question.

???????????

302 Yes. Please do. ??????

303 Would you care to answer my question on the warranty? ????????????????

304 I do not know whether you care to answer right away. ????????????????

305 I have to raise some issues which may be embarrassing. ????????????????

306 Sorry, but could you kindly repeat what you just said? ????????????????

307 It would help if you could try to speak a little slower. ????????????

308 I will try. ??????

309 Could you please explain the premises of your argument in more detail?

????????????????

310 It will help me understand the point you are trying to make. ????????????????

311 We cannot proceed any further without receiving your thoughts with respect to the manner of payment.

??

312 Actually, my interest was directed more towards what particular markets you foresee for our product.

??

313 We really need more specific information about your technology.

????????????????????????????????

314 Our project must proceed at a reasonably quick tempo. Surely one month is ample time, isn't it????????????????????????????????

315 I will try, but no promises.

????????????????

316 I could not catch your question. Could you repeat it, please?

317 You are welcome.

318 The following answer is subject to official //confirm//iation.

????????????????????????????

319 Let me give you an indication.

????????????

320 Please remember this is not to be taken as final. ????????????????

321 Let us imagine a hypothetical case where we disagree. ??????????????????????

322 Just for argument's sake, suppose we disagree. ??????????????????

323 There is no such published information.

????????????

324 Such data is confidential.

????????????

325 I am not sure such data does exist.

????????????????

326 It would depend on what is on the list.

????????

327 We need them urgently.

????????

328 All right. I will send the information on a piecemeal basis as we acquire it.

????????????????

329 I would like to talk to Mr. Liu.

330 May I speak to Mr. Johnson, please?

331 May I speak to your boss?

332 Give me someone who can speak English.

333 Is there anyone who can speak English?

334 I would like to talk with someone in charge.

????????????

335 I would like to talk to your chief.

????????

336 Let me talk to Mr. Wang. ??????????

337 Can I speak to Mr. Li????????????

338 When is he expected to be back?

????????

339 Do you know when he will be back?

340 Can you tell me what time Mr. Chen will be back? ??????????????????

341 Who is this, please? ??????????

342 Who is calling, please? ???????

343 May I have your name? ???????

344 Whom are you calling? ??????



345 Will you please spell his name for me?

??????????????

346 Please say it again. ??????

347 Would you speak a little louder?

348 Will you speak up, please? ??????

349 Will you speak more slowly? ??????

350 Mr. Wang is not in now.??????????

351 He is not in now. ????????

352 He has not come in yet. ??????

353 He will be here in 30 minutes.

354 He has gone home.

355 He is in conference. ??????

356 May I take your message? ??????

357 May I have him call you back?

???????????

358 I am sorry Mr. Chen is unavailable, would you like to speak to anyone else?

????????????????????

359 I will transfer this call to Mr. Chen.

??????????????

360 Would you hold the line, please, I will find out his number for you.

361 I am sorry to keep you waiting.

???????????

362 His extension number is 285.

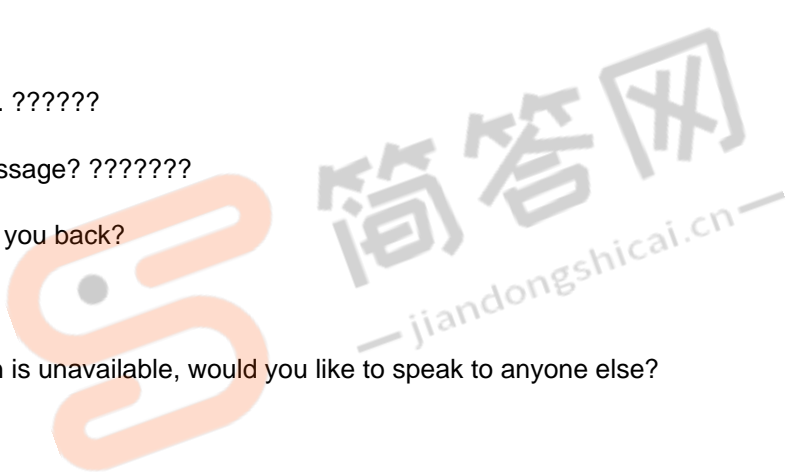
????????285?

363 He is speaking on another phone.

???????????

364 Would you please take a message?

???????????



365 Would you like to leave any message?

?????????

366 I would like to place a station-to-station call.

???????????

367 I would like to place a person-to-person call.

???????????

368 I don't know how to do that.

???????????

369 Will you accept the charge?

???????????

370 Where is the telephone office?

???????????

371 Is there a public phone near here?

???????????

372 Do you have a coin for the phone?

???????????

373 How do I call this number?

?????????

374 Do you have a phone book (directory)?

375 I would like to make a long distance call to Taipei. ????????????????

376 I want to make an overseas call to the United States? ????????????????

377 How much is a call to the United States?

378 Will you please call me back?

379 May I use your telephone?

380 Someone is using the phone.

?????????

381 Do you have an extension?

?????????



382 We don't have an extension.

???????

383 There is a phone booth in the corner.

???????????

384 It is a pay phone.

???????????

385 Whom do you want to call?

?????????

386 I want to make a local call.

???????????

387 What is the number?

388 Call information for the number.

?????????????

389 The phone seems to be out of order.

???????????

390 I tried several times to call, but there is no answer. ????????????????

391 I 'm going to dial the number.

392 The telephone is ringing. ??????

393 No one is answering the phone..

394 My friend phoned me at 10 a.m. yesterday.

395 The phone is busy. ??????

396 Sorry to have kept you waiting.

???????????

397 Who do you want to speak to?

398 What number are you calling?

399 Operator, you gave me a wrong number.

???????????????

400 Where are you calling from?

401 I'm calling from a public phone.

??????????

402 Contact me by telephone. ?????

403 I will be in between six and eight.

?6??8????

404 I will be here all night. ??????????

405 All right, I will be waiting for you .

????????????

406 Hello, is this the home of Mr. Chen?

407 Hello. I wish to speak to Mr.Chen?

408 Will you please repeat it?

409 He has left already .

410 He is attending a conference now.

??????????

411 Hello, This is operator.

??????????

412 I'll call you up later.

413 May I talk to Mr. McCoy?

????????????????

414 May I use the telephone?

415 This is Shen calling.

416 Is that Mr.Shen?

417 Yes, this is Shen speaking.

418 Whom do you want to talk to?

419 I'd like to speak to Mr. Jack.

420 I'll connect you with his office.

????????????????

421 Sorry kept you waiting so long. You are on .



??????????????

422 The line is busy. ???

423 No answer. ???????

424 He is on the phone. ??????

425 This telephone line is interrupted. ?????

426 The wire has got crossed. ??????

427 Who is speaking? ????????

428 I'm afraid you have the wrong number.

??????????

429 I'll calling 265-5822. ?265-5822?

430 Please ring off. ??????

431 I'll call you back.

432 Let me talk to her over the phone.

433 Would you call Miss Shen to the telephone?

434 Sorry, She is out. Shall I take a message?

435 I'm going to put on to her. ????????

436 The voice is not distinct. ??????

437 Give me a ring at my office.

??????????

438 I'd like to make an overseas call to Taipei, Taiwan by collect call.

????????????????????

439 Can I fix an overseas call to London by person-to-person call?

????????????????????

440 What is your part's name?

??????????

441 How do you spell your last name?

??????????

442 Pound Sterling please.



???????

443 Well, er, in your case, I see no reason why not. What's your proposition?

????????????????

444 Is there any interest on this money?

??????????

445 Yes, sir. Your account was overdrawn 15 dollars on the 12th of this month.

?????????12?????????????15???

446 According to the regulations, sir, you'll have to reimburse the bank for the amount paid.

????????????????????

447 I want to buy some traveler's checks.

??????????

448 I have been told you have just changed the interest rate on savings accounts. Is that true?

????????????????

449 Have you got your chequebook with you?

??????????

450 The amount you want to transfer.

??????????

451 The cheque will be cleared in about three days.

???3????????????

452 I see. I'll go and check.

????????????????

453 Hello, may I change some money with my Master card?

????????????????

454 Yes, you can. Would you please show me your card?

????????????

455 Here are you Chinese Yuan for \$ 1000. And your passport and exchange memo.

???1000????????????????

456 How much would you like to remit?

????????

457 I suppose you want to send U.S. Dollars.

??????????

458 May I ask the reason for your remittance?

????????????

459 Do you want to remit the money by airmail or by cable, sir?

????????????????

460 So you can take M/T, and they will take a longer time to reach New York Bank.

????????????????????????????????

461 Would you care to take a seat while I make out a receipt?

????????????????????

462 I'll take M/T.

??????????

463 For \$300 to London, the commission is 3, please. \$300????????????3???

464 Excuse me, but do you handle remittance checks here?

????????????????

465 To whom is the check payable, madam?

????????????????

466 Yes, I have got the license from the Bank of China. Here you are.

????????????????????

467 Would you please tell me your phone number so that we'll ring you up as soon as the remittance arrives?

????????????????????????????

468 Yes, your money has arrived.

??????????????

469 Very well, sir. Please fill out this remittance slip.

????????????????????

470 How much do you charge for sending a cable transfer to London?

????????????????????

471 How much do you want to change?

???????

472 Would you please tell me the exchange rate for pound sterling into RMB?

????????????????????

473 Here you are, please check.

?????????

474 I want to change some British sterling into Renminbi.

????????????????

475 Are you going to use cash or traveler's cheques? ??????????????????

476 So five hundred dollars will be 4,350 RMB Yuan. 500????????4350??

477 But you have to pay 5% commission on this money exchange.

????????????5%?????

478 I beg your pardon.

????

479 We would like to ask you to come here for an interview.

????????????

480 Perhaps you've heard our product's name. Would you like to know more about it?

????????????????????

481 Let me tell you about our product.

????????????????

482 This is our most recently developed product.

????????????????

483 We'd like to recommend our new home health monitor.

????????????????

484 That sounds like the product we had in mind.

????????????????

485 I'm sure you'll be pleased with this product.

????????????????

486 I'm really positive that this product has all the features you have always wanted.

????????????????

487 I strongly recommend this product.

???????????

488 If I were you, I'd choose this product.

????????????????

489 We've already had a big demand for this product.

????????????????

490 This product is doing very well in foreign countries.

??????????????

491 Our product is competitive in the international market.

????????????????

492 Let's move on to what makes our product sell so well.

????????????????

493 Good. That's just what we want to hear.

??????????????

494 The distinction of our product is its lightweight.

??????????????

495 Our product is lower priced than the competition.

????????????????

496 Our service has been very well-received by our customers so far.

????????????????

497 One of the real pluses of this product is that it is of very high quality and of compact size.

????????????????

498 Could we see the specifications for the X200?

???????X200???????

499 Certainly. And we also have test results that we're sure you'd be interested to see.

????????????????



500 How about feed-back from your retailers and consumers?

????????????????

501 We have that right here in this report.

????????????

502 Could you tell me some more about your market analysis?

????????????????

503 Yes, our market analysis tells us our prime user will be between 40 and 60.

????????????????????????????????????40?60??

504 How soon can you have your product ready?

????????????????

505 We certainly expect our product to be available by October 1.

?????????10?1??????

506 You haven't sold your product in our country so far, have you?

????????????????????????????

507 We've only sold our product at trade fairs, not in an on-going sales campaign.

????????????????????????

508 You've already quoted a price of \$ 800 per 1,000. Is there a discount for larger orders?

???????1000????800????????????

509 Yes, there is. We can give a 5% discount for orders over 5,000 units.

?????????5000????5%????

510 We can offer a discount in progressive stages according to the size of the order.

????????????????????????

511 We really can't discount the price more than six percent.

????????????6%????

512 A discount of six percent is all that I'm authorized to offer you.

6%????????????????

513 What sort of guarantee do you offer on your product?

????????????????

514 A standard one. Replacement during the first year if all rules for proper use have been followed.

????????????????????????????????

515 We offer a life-time guarantee.

??????????

516 We have an extended warranty available at extra cost.

????????????????????

517 Our guarantee covers maintenance for both parts and labor.

????????????????????

518 Tell us about your post-purchase servicing.

????????????????????

519 We use service centers at major stores. They ship goods back to our national service center for repairs.

????????????????????????????????

520 We have a toll-free number for customers to call.

????????????????

521 We exchange products under almost all circumstances.

????????????????

522 Could you give us detailed descriptions of the capabilities of your product?

????????????????????

523 How long could the buyer expect your product to last?

????????????????

524 What's been the consumer reaction to your product?

????????????????

525 Have you marketed your product yet?

????????????

526 We're afraid that your product's quality won't satisfy Chinese customers.

????????????????

527 We feel product quality is high indeed.

????????????

528 We think your X200 meets our requirements.

??????X200??????????

529 I'm afraid that the item isn't what we're looking for.

??????????????????

530 I think your industrial robots are the best in the field.

????????????????????

531 In my opinion, the product must be priced under \$ 300.

??????????????????300?????

532 We feel your product is too specialized for mass marketing.

????????????????????

533 That brings us to the question of price. What do you have in mind?

????????????????????

534 We think \$ 87,000 per unit with a five percent discount for orders over 100.

??????8.7????????100??5%????

535 Your unit price seems fair enough, but we're hoping for a higher discount rate.

????????????????????

536 Seven percent would be possible for orders for, say, 500 or more.

??500??500??????????7%????

537 What's the best price you're prepared to offer for your product?

??????????????????

538 It depends on the quantity ordered.

??????????????

539 What do you think will be a fair price for your product?

??????????????????

540 How much do you charge per unit?

??????????????

541 What's your wholesale price on this item?

??????????????????

542 How much of a volume discount are you prepared to offer?

????????????

543 That seems quite soon considering the nature of the product and shipping time.

????????????????????

544 Other buyers are satisfied with it, but we could delay it if you could pay 40 percent up front.

????????????????????40%????????????

545 Delivery costs will have to be borne by the manufacturer, I'm afraid.

????????????????

546 If you can guarantee on-time delivery with a penalty for late delivery, we can accept your sales price.

????????????????????????????????

547 Whose responsibility are the shipment charges?

??????????

548 Who assumes shipment cost?

????????

549 That would be the responsibility of the buyer. We are prepared, however, to provide all the document?tion costs.

????????????????????????????

550 We would also want you to cover insurance and the cost of transporting the goods to the port.

????????????????????????

551 In that case, we might need to reopen the question of prices.

????????????????????

552 When could we typically expect delivery?

????????????????????

553 What sort of guarantees are there against late delivery?

????????????????

554 Please show us the shipping costs for several possible carries.

????????????????????

555 We'll have to check these rates against those charged by other suppliers.

????????????????????

556 Shall we start the meeting now?

????????????

557 Thank you for attending today's meeting.

????????????

558 The first thing on the agenda is the drop in sales.

????????????????

559 The purpose of this meeting is to discuss possible solutions for the pending issues.

????????????????????

560 Let's look at the agenda and talk the first item.

????????????????

561 Mr. Smith, would you like to start things off?

????????????????

562 We've gone over quite a lot. Shall we take a break?

????????????????

563 I don't know about the rest of you, but I'd like a break.

????????????????

564 Let's stop here and continue in about 10 minutes.

????????10????

565 Well, I think it's time we get back to business.

????????????

566 Could all of you take your seats? We need to continue our meeting.

????????????????

567 That's all for today.

????????

568 Let's call it a day.

????????????

569 How about on Tuesday afternoon of next week? Is that okay with everyone?

????????????????

570 I'm sorry. I can't make it on Tuesday.

????????????????

571 And so, I'd like to proceed to the next stage.

????????????????

572 Excuse me, I'd like to ask you a question.

????????????????

573 Excuse me, but may I ask a question?

????????????????

574 Forgive me for interrupting, but I have a question.

????????????????

575 Before you go on, I have a question.

????????????????

576 I'm sorry to interrupt, but I'd like you to explain that a little more.

????????????????

577 Sure, what did you want to know?

??????????????

578 Certainly. Ask whatever you like.

??????????????

579 Do we really have the means to actually pull this off?

????????????????

580 I'm sorry, but I didn't understand your question. Could you please restate it?

????????????????

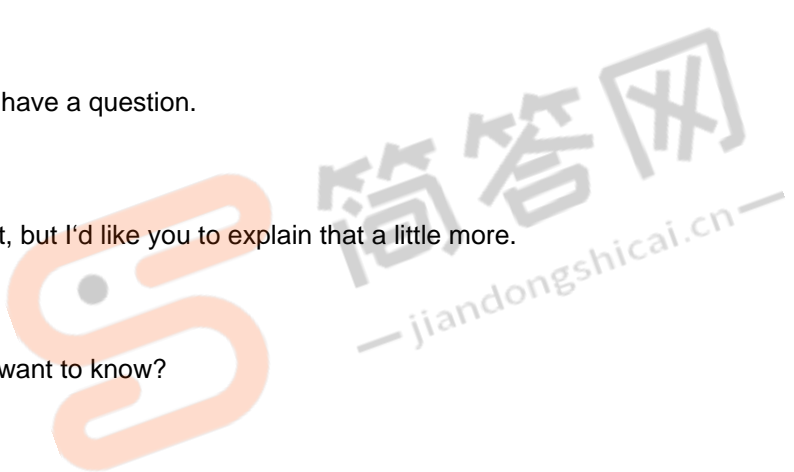
581 Would you please clarify your question?

????????????????

582 I didn't catch that, Could you go over that again?

????????????????

583 I'm sorry. I don't get what you're driving at.



????????????

584 Could you hold your questions until I've finished?

????????????????????

585 I'd appreciate it if you'd wait until be end for questions.

????????????????????

586 There'll be time for questions at the end.

????????????

587 How will we know whether it can have a positive effect on the company?

????????????????????

588 That's a tough question to answer.

????????????????

589 How much will all this cost?

????????????

590 I will talk more about that in a moment.

????????????????

591 I don't know the answer, but let me ask Mr. Chen to comment on that.

????????????????????

592 I'll check into it and get back to you.

????????????????

593 I don't have the figures, but I'll find out.

????????????????

594 That's not my area, but I'll get an answer for you.

????????????????

595 Let's ask Mr. Jiang to answer that.

????????????????

596 Good morning, ladies and gentlemen. It's very satisfying to see so many of you here.

????????????????

597 Today, I'd like to show you something which I'm sure you'll find interesting.

????????????????????????????

598 Over 5,000 hours of work went into this software, and today it's my privilege to bring it to you.

??????????5000????????????????

599 It's an honor to be speaking to you today.

??????????????

600 I'm Barnard and it's my great honor to tell you about our new product.

????????????????????????????

601 I've been part of this project since its beginning.

????????????????

602 I'm Clifton, and I've been associated with this project since the beginning.

????????????????????????????

603 Please look at the data of this first chart.

??????????????

604 The data confirm that this product is safe and effective.

????????????????

605 As you can see in this photo, we've retained the same style which was so popular in this old model.

????????????????????????????

606 Now, we're doing something new making skin strong enough that it doesn't wrinkle, become dry, or develop blemishes.

????????????????????????????

607 The X2500 has the unique feature of providing better data flow with less input time.

??X2500????????????????????

608 Compared to the previous model, our new model is less expensive and easier to use.

????????????????????????????

609 It's available in a variety of sizes at convenience stores and department stores as well.

????????????????????????????

610 This is a revolutionary new product.

????????????????

611 The X2500 will change your work in the office.

X2500????????????????

612 We now have five different models to choose from.

????????????????????

613 Now, ladies and gentlemen, I'd be happy to answer any questions that you might have.

????????????????????

614 Are there any questions?

????????

615 Do you have any questions at this point?

????????????????

616 If you have no questions, may I go on to the next stage?

????????????????

617 Now, I'd be happy to answer your questions.

????????????????

618 I'd like to allow anyone to ask whatever questions they may have.

????????????????

619 Your question is how we developed our product?

????????????????

620 For those of you that didn't hear it, the question was how soon we could expect the product to be on sale.

????????????????

621 When can we expect its delivery?

????????

622 It's already in production, so you can expect it in stores before the end of the month.

????????????????

623 When do you expect to have this ready for sale?

????????????????

624 What's the suggested retail price?

????????????

625 What do you expect it to go for?

??????????

626 How did you decide that product was safe?

??????????????

627 What's the basis of your belief that the product is safe?

??????????????

628 I'd like to know how you reached your conclusions.

????????????????

629 How much will it cost?

??????????????

630 We've priced it at \$ 98, almost 30% less than the competition.

?????98????????????30%?

621 When can we expect its delivery?

??????????

622 It's already in production, so you can expect it in stores before the end of the month.

????????????????????

623 When do you expect to have this ready for sale?

????????????????

624 What's the suggested retail price?

??????????????

625 What do you expect it to go for?

??????????????

626 How did you decide that product was safe?

????????????????

627 What's the basis of your belief that the product is safe?

????????????????

628 I'd like to know how you reached your conclusions.

????????????????

629 How much will it cost?

????????????

630 We've priced it at \$ 98, almost 30% less than the competition.

?????98????????????30%?

631 What does the test marketing show?

????????

632 It was well-received in all markets, so a gain of three market share points can be expected.

????????????????????????????????

633 I'd say the expected delivery date should be by the end of the month.

????????????????

634 The end of next month looks like the most probable sales date.

????????????????

635 We're aiming its price for \$ 98.

?????98???

636 To answer the first part of your question, I'd like to say that our studies were very extensive.

????????????????????????????

637 If you have further questions, please contact the people listed on the last page of the report.

????????????????????????????

638 Excuse me. Are you Susan Davis from Western Electronics?

?????????????????????.?????

639 Yes, I am. And you must be Mr. Takeshita.

????????????????????

640 Pardon me. Are you Ralph Meyers from National Fixtures?

?????????????????????.???????

641 I'm Dennis. I am here to meet you today.

????????????????????

642 I'm Donald. We met the last time you visited Taiwan.

????????????????????

643 I'm Edwin. I'll show you to your hotel.

???????????????

644 How was your flight? Was it comfortable?

?????????????????

645 It was quite good. But it was awfully long.

?????????????????

646 Did you have a good flight?

?????????

647 Not really, I'm afraid. We were delayed taking off, and we encountered a lot of bad weather.

?????????????????????????????????

648 How was your flight?

?????????

649 Did you get any sleep on the plane?

?????????????

650 Mr. Wagner, do you have a hotel reservation?

?????????????????

651 No, I don't. Will it be a problem?

?????????????????

652 I don't think so. I know several convenient hotels. Let me make some calls.

?????????????????????????????????

653 I've made a reservation at the hotel you used last time.

?????????????????

654 We've booked a Western-style room for you.

?????????????????

655 Let's go to the station to get a train into town.

?????????????????

656 Does it take long to get into Taipei from here?

?????????????????



657 It's about an hour.

?????????

658 We'll get a taxi from the station.

?????????????

659 There's a shuttle bus we can use.

?????????????

660 I've brought my car, so I can drive you to your hotel.

????????????????????

661 You must be hungry. Shall we get something to eat?

????????????????????

662 That sounds good. Let's get something at the hotel restaurant. I feel a little tired.

????????????????????????????

663 Would you like to have some dinner?

???????

664 What would you like to eat?

???????

665 Can I take you out to dinner? It'll be my treat.

????????????????????

666 If you're hungry, we can eat dinner now.

????????????????????

667 Have you had breakfast yet?

?????????

668 Yes. It was delicious.

?????????

669 Good. Let's go to the office.

?????????????

670 How is your room?

?????????



671 Did you sleep well last night?

?????????

672 Why don't we go to the office now?

???????????????

673 We'll start with an orientation video. It runs about 15 minutes.

????????????????15???

674 The tour will take about an hour and a half. We ought to be back here by 3:00.

????????????3?????????

675 Our new product line has been very successful. We've expanded the factory twice this year already.

?????????????????????????????

676 I'd like to introduce you to our company. Is there anything in particular you'd like to know?

?????????????????????????????

677 We have some reports to show you for background information.

?????????????????????

678 Is your factory any different from other plastics factories?

?????????????????????

679 Yes, our production speed is almost twice the industry-wide average.

?????????????????????

680 I'd like to explain what makes this factory special.

?????????????????

681 This is the most fully-automated factory we have.

?????????????????

682 It's the most up-to-date in the industry.

?????????????

683 We've increased our efficiency by 20% through automation.

????????????????20%?

684 Could you tell me the cost of production per unit?

?????????????????????

685 I'm afraid I don't know. Let me ask the supervisor in this section.

????????????????????

686 I'm not really sure about that. Mr. Jiang should know the answer to that.

????????????????????

687 Let me direct that question to the manager.

???????????

688 I'm not familiar with that part. Let me call someone who is more knowledgeable.

????????????????????

689 Yes, I'd like to know your daily production.

???????????????????

690 Is there anything you'd like to know?

?????????

691 Is there anything I can explain fully?

???????????????????

692 What did you think of our factories?

???????????????

693 I was impressed very much.

???????????

694 Thank you very much for giving us your valuable time.

????????????????????

695 We have a small gift for you to take with you when you leave the factory.

????????????????????

696 I want to purchase some computers from your company.

???????????????????

697 We are very interested in your printed pure silk scarves, could you give us some idea about your price?

????????????????????

698 We'd like to know your availability and conditions of sale of this line.

????????????????????



699 We are in great need of Grade A.

?????????

700 If Grade A is not available, Grade B will do.

?????????????????

701 We know that you are leading exporters of coal and you can provide the quantity we need.

????????????????????????????????

702 Please tell us the Article Number of the Product.

?????????????????

703 Could you give me an indication of the price?

?????????????????

704 We look forward to your quotations for the arts and crafts which we are interested in.

?????????????????????????????

705 Do you offer FOB or CIF?

?????????????????

706 Please quote us as soon as you receive our inquiry.

?????????????????????????????

707 Some of our customers have recently expressed interest in your woolen carpets and inquired about their quality and prices.

??

708 We are thinking of placing an order for your Flying Pigeon Brand bicycles. We would be very grateful if you could make us an offer for 200 ones with details.

??200?????????????????

709 Please send us all the data concerning your Hero Brand fountain pens and ball pens, so we can introduce your products to our customers.

??

710 We think your Chunlan brand air conditioners will be selling well at this end and we are looking forward to receiving your samples soon.

??

711 Please send us your price list of quartz clocks.

????????????????????

712 We must make it clear from the very beginning that competitive quotations are acceptable.

????????????????????

713 The above inquiry was forwarded to you on Oct. 10, but we haven't received your reply until now. Your early offer will be highly appreciated.

??????10?10????????????????????

714 We are looking forward to your reply to our inquiry.

????????????????

715 We have confidence in your bamboo wares.

????????????????

716 If you don't have the quality inquired for, please offer us its nearest equivalent.

????????????????

717 Thank you for your inquiry. Please tell us the quantity you require so that we can work out the offers.

????????????????

718 I don't think price is a problem. The most important thing is that how many you can supply.

????????????????

719 You'd better give us a rough idea of your price.

????????????????

720 We are delighted with your products and are thinking of placing an order. The size of our order will depend greatly on your price.

????????????????

721 If your prices are more favorable than those of your competitors we shall send you our order.

????????????????

722 Would you please tell us the price of these electric heaters so as to help us make the decision.

????????????????

723 Please inform us the quantity that can be supplied from stock.

????????????

724 We are anxious to know how long it will take you to deliver the goods.

????????????

725 We trust that you will quote us your most favorable price for big quantities.

????????????????????

726 We trust you can meet our requirements.

????????????????

727 We hope this will be a good start for profitable business relations and assure you that your offer will receive our careful consideration.

??

728 We usually deal on a 20% trade discount basis with an additional quantity discount for orders over 1000 units.

???????20%????????????1000???????????

729 We would also like to point out that we mainly settle our accounts on a document?-against-acceptance basis.

????????????????????

730 We would appreciate it if you let us know whether you allow cash or trade discounts.

????????????????????????????????

731 We intend to place large regular orders, and would therefore like to know what quantity discounts you allow.

????????????????????????????????

732 Provided you can offer favorable quotations and guarantee delivery within four weeks from receipt of order, we will place regular orders with you.

????????????????????4????????????????

733 We would like to point out that delivery before Christmas is essential and hope you can offer us that guarantee.

????????????????????????????????

734 prompt delivery would be necessary as we have a fast turnover in this trade. We would therefore need your assurance that you could meet all delivery dates.

????????????????????????????????

735 We are delighted to know that you deal with export of Chinese chinaware. Could you supply us 300 sets of tableware for shipment before the end of May?

????????????????????????300????????????

736 We want to purchase Chinese tea. Please send us your best offer by fax indicating origin packing, quantity available and the earliest time of shipment.

????????????????????????????????

737 Please quote us your price on FOB basis, indicating the postage for dispatch by parcel post to Dalian via Tianjin.

??FOB????????????????????

738 Could you please let us know what discount you can give for an order exceeding 400 sets?

????????400??????????

739 Since we are likely to place sizable orders regularly we hope that you will make some special concessions.

????????????????????????????

740 We do business on a commission basis. A commission on your prices would make it easier for us to promote sales. Even 2 or 3 percent would help.

??2%?3%???

741 I understand all your prices are on CIF basis. We'd rather have you quote us FOB prices.

????????????????????????????

742 Would you please give us a rough idea of the quantity you require?

??????????????

743 We handle export of microwave ovens and would take the liberty to send you our price list for your reference.

????????????????????????????????

744 We were pleased to hear from your letter of 6 August that you were impressed with our selection of toys.

????????8?6????????????????????

745 We have a wide selection of sweaters that will appeal to all ages, and in particular the teenager market which you specified.

????????????????????????????????????

746 Our factory would have no problem in turning out the 2000 units you asked for in your inquiry.

????????????????????????2000????

747 We can supply from stock and will have no trouble in meeting your delivery date.

????????????????????

748 I am pleased to say that we will be able to deliver the transport facilities you require.

????????????????????????

749 We can offer door-to-door delivery services.

??????????????

750 We can assure you that our products are the most outstanding ones on the market today, and we offer a five-year guarantee.

????????????????????????????5????

751 Please find enclosed our current catalogue and price-list quoting CIF New York.

????????????????CIF??????

752 The samples you asked for will follow by separate post.

??????????????

753 Our stock of this commodity is limited, please place your order without delay.

????????????????????

754 Here is a price list together with a booklet illustrating our products.

????????????????????????

755 All our garments are now poly-cotton, which is stronger, needs little ironing, and allows variations in patterns.

????????????????????????????

756 We hope to hear from you soon and can assure you that your order will be dealt with promptly.

????????????????????????

757 I hope we can conclude the transaction at this price.

??????????????????

758 I am sorry that we are unable to make you an offer for the time being.

??????????????

759 Thank you for your inquiry, but we cannot make you an offer right now because we are presently unable to obtain appropriate materials.

????????????????????????

760 Since Tom Lee is our sole agent for our products in Korea, we can't make you a direct offer.

?????.????????????????????

761 The goods we offered last week are running out, therefore, the offer terminates on 20th July.

??????????????????????20????

762 We no longer manufacture pure cotton shirts as their retail prices tend only to attract that upper end of the market.

????????????????????

763 Referring to your inquiry letter dated 29th September, we are offering you the following subject to our final //confirm/i/iation.

????9?29????????????????

764 At your request, we are offering you the following items. This offer will remain open within 3 days.

????????????????????3?????

765 Against your enquiry, we are pleased to make you a special offer as follows and hope to receive your trial order in the near future.

??

766 This is our official offer for each item, CIF Shanghai.

??????????CIF?????????

767 This offer is firm subject to your acceptance reaching us not later than December 15.

????????????12?15????????????

768 This offer remains open until 10th February, beyond which date the terms and prices should be negotiated anew.

??????2?10????????????????

769 This price is subject to change without notice.

????????????????

770 The offer isn't subject to prior sale.

????????????????

771 We are cabling you our new price for our "AIWA" Brand Walkman. The new price will be effective tomorrow.

????????????????????????????

772 This offer must be withdrawn if we haven't received your reply within five days.

??5????????????????????

773 As requested, we now hold this offer open for a further 5 days since 24th April.

????????????????5???4?24???

774 As this is a special offer, we hope you won't miss this opportunity.

????????????????????

775 Please note that all our prices are quoted on CIF basis. This is our general practice, which we believe will be accepted by you.

??????????CIF ?????????????????????

776 The offer is made without engagement. All orders will be subject to our written acceptance.

????????????????????????

777 From all listed prices we allow a discount of 10 percent on orders received on or before 31st May.

5?31????????????????????????????????10%????

778 We can quote you a gross price, inclusive of delivery charges, of 38.50 pounds per 100 items. These goods are exempt form VAT.

????????????????????38.5????????????????????

779 We can offer you a price of 8 pounds per item, from 20 days, after which the price will be subject to an increase of 5%.

?????????8????????20?????????5%?

780 The price of this model of cassette-player is 2500 Belgian francs at today's rate of exchange.

????????????????????2500????????

781 I think your price is on the high side.

????????????

782 Your price is 20% higher than that of last year.

????????????20%?

783 It must be rather difficult for us to push any sales if we buy it at this price.

????????????????????

784 Competition for this kind of goods is tough.

????????????

785 We can't persuade the end-users to buy your products at this price.

????????????????????

786 To conclude the business, you need to cut your price at least by 4%,I believe.

????????????????????4%?

787 The German quotation is lower than yours.

????????????

788 You know that some countries are selling this kind of products at cheap prices in large quantities.

????????????????

789 I'd like to point out that your original price exceeded the market price already. We cannot accept it.

????????????????

790 If you do have the sincerity to do business with us, please show me your cards and put them on the table.

????????????????????

791 If your price is unacceptable, our end-users will turn to other suppliers.

????????????????????

792 If you insist on your original price, I'm afraid you will have little chance to get the business.

????????????????????

793 Other suppliers have almost identical goods at the price 10% to 14% cheaper.

????????????????????10%?14%?

794 The market is declining, we recommend your immediate acceptance.

????????????????????

795 I'm glad that we've settled the price.

????????????????????

796 I appreciate your efforts and cooperation and hope that this will be the forerunner of other transactions in future.

????????????????????

797 What's your counter-offer?

??????????

798 It's impossible. You may notice that the cost of raw materials has gone up in recent years.

????????????????????

799 Compared with the price in the international market, our quotation is quite reasonable.

????????????????????

800 The price we offered is more favorable than the quotations you can get from our competitors, I'm afraid.

????????????????????

801 If you take quality into consideration, you will find our price reasonable.

????????????????????

802 We guarantee quality products which can stand fierce competition.

????????????????????

803 I still have some questions concerning our contract.

??????????????????

804 We are always willing to cooperate with you and if necessary make some concessions.

????????????????????

805 If you have any comment about these clauses, do not hesitate to make.

????????????????????

806 Do you think there is something wrong with the contract?

???????????

807 We'd like you to consider our request once again.

????????????????????

808 We'd like to clear up some points connected with the technical part of the contract.

????????????????????

809 The negotiations on the rights and obligations of the parties under contract turned out to be very successful.

????????????????????

810 We can't agree with the alterations and amendments to the contract.

????????????????????

811 We hope that the next negotiation will be the last one before signing the contract.

????????????????????

812 We don't have any different opinions about the contractual obligations of both parties.

????????????????????

813 That's international practice. We can't break it.

???????????????????

814 We are prepared to reconsider amending the contract.

???????????????????

815 We'll have to discuss about the total contract price.

????????????????????

816 Do you think the method of payment is OK for you?

???????????????????

817 We are really glad to see you so constructive in helping settle the problems as regards the signing of the contract.

????????????????????????????

818 Here are the two originals of the contract we prepared.

????????????????????

819 Would you please read the draft contract and make your moments about the terms?

????????????????????????????

820 When will the contract be ready?

??????????

821 Please sign a copy of our Sales Contract No.156 enclosed here in duplicate and return to us for our file.

????156????????????????????

822 The contract will be sent to you by air mail for your signature. ????????????

823 Don't you think it necessary to have a close study of the contract to avoid anything missing?

????????????????????????????

824 We have agreed on all terms in the contract. Shall we sign it next week?

????????????????????????????

825 All disputes arising in the course of the consignment period shall be settled amicably through friendly negotiation.

????????????????????????????

826 We'll ship our goods in accordance with the terms of the contract.

??????????????

827 You can stay assured that shipment will be effected according to the contract stipulation.

????????????????????????????

828 They've promised to keep both we quality and the quantity of the 300 bicycles in conformity with the contract stipulations.

???????300????????????????????

829 We are sure the contract can be carried out smoothly.

??????????????????

830 The machines will be made of the best materials and the stipulations of the contract will be strictly observed.

????????????????????????????

831 The two parties involved in a contract have the obligation to execute the contract.

??????????????

832 Unless there is a sudden change of political situation, it is not accepted to execute the contract only partially.

????????????????????????????????????

833 Any deviation from the contract will be unfavorable. ??????????????????

834 The buyer has the option of cancelling the contract. ??????????

835 Any kind of backing out of the contract will be charged a penalty as has been stated in the penalty clause.

????????????????????????????????????

836 We want to cancel the contract because of your delay in delivery.

????????????????????????

837 The buyer has the right to cancel the contract unilaterally if the seller fails to ship the goods within the L/C validity.

????????????????????????????????????

838 You cannot break the contract without any good reason.

????????????????????????????

839 We have every reason to cancel the contract because you've failed to fulfil your part of it.

????????????????????????????????????

840 One party is entitled to cancel the contract if the other side cannot execute it.

????????????????????????????

841 Generally speaking, a contract cannot be changed after it has been signed by both parties.

????????????????????????????

842 Some relative clauses in the contract have to be amended owing to the unexpected situation.

????????????????????????????????

843 Since the contract is about to expire, shall we discuss a new one?

????????????????????????????

844 Packing has a close bearing on sales.

????????????????????

845 Packing will help push the sales.

????????????

846 Buyers always pay great attention to packing.

??????????

847 Different articles require different forms of packing.

??????????????

848 Buyers, generally speaking, bear the change of packing.

????????????????

849 How much does packing take up of the total cost of the goods?

????????????????

850 The packing must be strong enough to withstand rough handling.

????????????????

851 Strong packing will protect the goods from any possible damage during transit.

????????????????

852 Cartons are seaworthy.

????????

853 This kind of article is often bought as a gift, so exquisite and tasteful design is of prime importance.

????????????????

854 We'd like to hear what you say concerning the matter of packing.

????????????????

855 Do you have nay objection to the stipulations about the packing and shipping marks?

????????????????

856 We'll pack the goods according to your instruction.

????????????????

857 The goods will be packed in wood wool to prevent damage.

????????????????

858 Measures should be taken to reinforce the cartons. ???????????

859 Suggestions on packing are greatly appreciated.

????????????????

860 Our standardized packing has been approved by many foreign clients.

????????????????????

861 It's urgent to improve the packing.

??????????

862 Packing charges are excluded in the quoted prices.

????????????

863 To minimize any possible damage, we've packed our goods in the way to suit for long sea-voyage.

????????????????????

864 Please make an offer indicating the packing.

????????????

865 Please make sure that the goods be protected from moisture.

????????????

866 We hope your design and the color will be strongly attractive to the American people.

????????????????????

867 This kind of box is not suitable for the transport of the tea sets by sea.

????????????????

868 We would like to know how you will pack the silk shirts.

????????????????

869 Although the cartons are light and easy to handle, we think it is not strong enough to be shipped.

????????????????

870 Please use normal export containers unless you receive special instructions from our agents.

????????????????

871 All bags contain an inner waterproof lining.

????????????????

872 The crates are charge to you at \$5 each if they are not returned to us within 2 weeks.

????????????????

873 Solid packing and overall stuffing can prevent the cases from vibration and jarring.

????????????????

874 Those goods are available in strong wooden drums of 1,2,5,10 and 20 litres.

?????????1?2?5?10?20???????

875 Fifty-litre carboy would be the most economical size. Carboys may be retained without charge for two months.

50????????????????????????????

876 The various items of your order will be packed into bundles of suitable size for shipment.

????????????????????????????

877 Please keep the cartons to 15kg each and metal-strap all cartons in stacks of 4.

?????????????15????????4????????????

878 Each item is to be wrapped separately in gerase-paper.

????????????????

879 All measurements of each case must not exceed 1.5m*1m*1m.

?????????????1.5m*1m*1m?

880 Each single crate is heavily padded and packed with 4 carboys.

????????4????????????

881 Full details regarding packing and marking must be strictly observed.

????????????????

882 To facilitate carrying, rope or metal handles are indispensable and should be fixed to the boxes.

????????????????????????????

883 Our packing charge includes \$1 for the drum, which sum will be credited on return.

?????1????????????????????????

884 The whole carton is packed with double straps, each corner of the carton consolidated with metal angles.

????????????????????????

885 Foam plastics are applied to protect the goods against press.

????????????

886 It's essential to choose the right means of transportation.

????????????

887 To ensure faster delivery, you are asked to forward the order by air freight.

????????????????????

888 Generally speaking, it's cheaper but slower to ship goods by sea than by rail.

????????????????????

889 It's faster but more expensive to ship goods by air.

???????????

890 Since we need the goods urgently, we must insist on express shipment.

????????????????????

891 Because of the type of purchase, we can only ship by road.

????????????????????

892 If the customer requests a carrier other than truck, he must bear the additional charge.

????????????????????

893 The goods will be transhipped in Hong Kong.

???????????

894 There may be some quantity difference when loading the goods, but not more than 5%.

????????????????????5%?

895 To make it easier for us to get the goods ready for shipment, we hope that partial shipment is allowed.

????????????????????

896 Delivery has to be put off due to the strike of the workers at the port.

????????????????????

897 We are sorry to delay the shipment because our manufacturer has met unexpected difficulties.

????????????????????

898 We assume that damage occurred while the consignment was in your care.

????????????????????

899 The consignment appears to have been roughly handled and left near a heater.

????????????????????

900 I'm afraid I have some rather bad news for you.

????????????????????