# 外贸业务员常用英语

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*第一篇：外贸业务员常用英语Let me introduce you to Mr.Li, the general manager of our company.让我介绍你认识，这是我们的总经理，李先生。It’s an honor to me...*

**第一篇：外贸业务员常用英语**

Let me introduce you to Mr.Li, the general manager of our company.让我介绍你认识，这是我们的总经理，李先生。

It’s an honor to meet you.很荣幸认识你。

Nice to meet you.I’ve heard a lot about you.很高兴认识你，久仰大名。

How do I pronounce your name?你的名字怎么读？

How do I address you?如何称呼您？

It’s going to be the pride of our company.这将是本公司的荣幸。

What line of business are you in?你做那一行？

Keep in touch.保持联系。

Thank you for coming.谢谢你的光临。

Don’t mention it.别客气

Excuse me for interrupting you.请原谅我打扰你。

I’m sorry to disturb you.对不起打扰你一下。

Excuse me a moment.对不起，失陪一下。

Excuse me.I’ll be right back.对不起，我马上回来

What about the price?对价格有何看法？

What do you think of the payment terms?对支付条件有何看法？

How do you feel like the quality of our products?你觉得我们产品的质量怎么样？

What about having a look at sample first?先看一看产品吧？

What about placing a trial order?何不先试订货？

The quality of ours is as good as that of many other suppliers, while our prices are not high as theirs.By the way, which items are you interested in?

我们的产品质量与其他生产商一样的好，而我们的价格却不象他们的那样高。哎，你对哪个产品感兴趣？

You can rest assured.你可以放心。

We are always improving our design and patterns to confirm to the world market.我们一直在提高我们产品的设计水平，以满足世界市场的要求。

This new product is to the taste of European market.这种新产品欧洲很受欢迎。

I think it will also find a good market in your country.我认为它会在你们国家的市场上畅销。

Fine quality as well as low price will help push the sales of your products.优良的质量和较低的价格有助于推销产品。

While we appreciate your cooperation, we regret to say that we can’t reduce our price any further.虽然我们感谢贵方的合作，但是很抱慊，我们不能再减价了。

Reliability is our strong point.可靠性正是我们产品的优点。

**第二篇：外贸业务员常用英语总结**

外贸业务员常用英语总结

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It‟s going to be the pride of our company.这将是本公司的荣幸。What line of business are you in?你做那一行？ Keep in touch.保持联系。

Thank you for coming.谢谢你的光临。Don‟t mention it.别客气

Excuse me for interrupting you.请原谅我打扰你。I‟m sorry to disturb you.对不起打扰你一下。Excuse me a moment.对不起，失陪一下。Excuse me.I‟ll be right back.对不起，我马上回来 What about the price?对价格有何看法？

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The quality of ours is as good as that of many other suppliers, while our prices are not high as theirs.By the way, which items are you interested in? 我们的产品质量与其他生产商一样的好，而我们的价格却不象他们的那样高。哎，你对哪个产品感兴趣？

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We are satisfied with the quality of your samples, so the business depends entirely on your price.我们对样品的质量很满意，因此交易的成败就取决于你们的价格了。To a certain extent，our price depends on how large your order is.在某种程度上，我们的价格就得看你们的定单有多大。

This product is now in great demand and we have on hand many enquiries from other countries.这种产品现在需求量很大，我们手头上有来自其他国家的很多询价。

Thank you for your inquiry.Would you tell us what quantity you require so that we can work out the offer? 谢谢你询价。为了便于我方提出报价，能否请你谈谈你方需求数量？

Here are our FOB price.All the prices in the lists are subject to our final confirmation.这是我们的FOB价格单。单上所有价格以我方最后确认为准。In general, our prices are given on a FOB basis.通常我们的报价都是FOB价

Our prices compare most favorably with quotations you can get from other manufacturers.You‟ll see that from our price sheet.The prices are subject to our confirmation, naturally.我们的价格比其他制造商开价优惠得多。这一点你可以从我们的价格单看到，所有价格当然要经我方确认后方有效。

We offer you our best prices, at which we have done a lot business with other customers.我们向你们报最优惠价，按此价我们已与其他客户做了大批生意。

Will you please tell us the specifications, quantity and packing you want, so that we can work out the offer ASAP.请告诉我们贵方对规格、数量及包装的要求，以便我方尽快制定出报价。

This is the pricelist, but it serves as a guide line only.Is there anything you are particularly interested in.这是价格表，但只供参考。表里是否有你特别感兴趣的商品？

Do you have specific request for packing? Here are the samples of packing available now, you may have a look.你们对包装有什么特别要求吗？这是我们目前用的包装样品，你可以看一下。

I wonder if you have found that our specifications meet your requirements.I‟m sure the prices we submitted are competitive.不知道您认为我们的规格是否符合你的要求？我敢肯定我们的价格是非常有竞争力的 Heavy enquiries witness the quality of our products.大量询盘证明我们的产品质量过硬。

We regret that the goods you inquire about are not available.很遗憾，你们所询货物目前无货。

My offer was based on reasonable profit, not on wild speculations.我的报价以合理利润为依据，不是漫天要价。

Moreover, we‟ve kept the price close to the costs of production.再说，这已经把价格压到生产费用的边缘了。

Could you tell me which kind of payment terms you‟ll choose? 能否告知你们将采用那种付款方式？

Would you accept delivery spread over a period of time? 不知你们能不能接受在一段时间内分批交货。

I think it will also find a good market in your market.我认为它会在你国市场上畅销 广交会英语:外贸业务员必备50句英语口语

1、Do I have to make reconfirmation?我还要再确认吗?

2、Is there any earlier one?还有更早一点的吗? 英语口语

3Could you tell me my reservation number, please?请你告诉我我的预订号码好吗? 4Can I get a seat for todays7:00a.m.train?我可以买到今天上午7点的火车座位吗?

5、Could you change my flight date from London to Tokyo?请你更改一下从伦敦到东京的班机日期好吗?

6、Is there any discount for the USA Rail pass?火车通行证有折扣吗? 英语口语

7、May I reconfirm my flight?我可以确认我的班机吗?

8、Are they all non-reserved seats?他们全部不预订的吗?

9、Do I have to reserve seat?我一定要预订座位吗?

10、May I see a timetable?我可以看时刻表吗?

11、How long will I have to wait?我要等多久呢?

12、Which would you prefer, a smoking seat or a non-smoking seat?你喜欢哪种，吸烟座还是禁烟座呢?

13、Do you have any other flights?

14、When would you like to leave? 英语口语

15、Can I reconfirm by phone?我能电话确认吗?

16、Where can I make a reservation?我到哪里可以预订?

17、Do I need a reservation for the dining car?我需要预订餐车吗?

18、How many more minutes will it take for the train to arrive?火车还要多少分钟就要到达呢?

19、Is this a daily flight?这是每日航班吗? 20、Excuse me.May I get by?对不起，我可以上车吗?

21、How much does it cost to go there by ship?坐船到那里要花多少钱?

22、Can I cancel this ticket?我可以取消这票吗?

23、Check it to my final destination.把它托运到我的目的地。

24、Please come to the air port by eight thirty at the latest.最迟要在8点30分到达机场。

25、Take your baggage to the baggage section.把你的行李拿到行李房去。

26、Please open your baggage.请把你行李打开。

27、Please fill in this disembarkation card.请你填写这张入境卡。

28、Let me see your passport, please.29、I have come to make sure that your stay in Beijing is a pleasant one.我特地为你们安排使你们在北京的逗留愉快。

30、You‟re going out of your way for us, I believe.我相信这是对我们的特殊照顾了。

31、It‟s just the matter of the schedule, that is, if it is convenient of you right now.如果你们感到方便的话，我想现在讨论一下日程安排的问题。

32、I think we can draw up a tentative plan now.我认为现在可以先草拟一具临时方案。

33、If he wants to make any changes, min or alter nations can be made then.如果他有什么意见，我们还可以对计划稍加修改。

34、Is there any way of ensuring well have enough time for our talks?我们是否能保证有充足的时间来谈判?

35、So our evenings will be quite full then?那幺我们的活动在晚上也安排满了吗?

36、We„ll leave some evenings free, that is, If it is all right with you.如果你们愿意，我们想留几晚供你们自由支配。

37、Wed have to compare notes on what we‟ve discussed during the day.我们想用点时间来研究讨论一下白天谈判的情况。

38、That‟ll put us both in the picture.这样双方都能了解全面的情况。

39、Then we‟d have some idea of what you„ll be needing.那我们会心中有数，知道你们需要什么了。

40、I can„t say for certain off-hand.我还不能马上说定。

41、Better have something we can get our hands on rather than just spend all our time talking.有些实际材料拿到手总比坐着闲聊强。

42、It‟ll be easier for us to get down to facts then.这样就容易进行实质性的谈判了。

43、But wouldn\'t you like to spend an extra day or two here?你们不愿意在北京多待一天吗?

44、I‟m afraid that won‟t be possible, much as we„d like to.尽管我们很想这样做，但恐怕不行了。

45、We‟ve got to report back to the head office.我们还要回去向总部汇报情况呢。

46、Thank you for you cooperation.47、We‟ve arrange dour schedule without any trouble.我们已经很顺利地把活动日程安排好了。48Here is a copy of itinerary we have worked out for you and your friends.Would you please have a look at it?这是我们为你和你的朋友拟定的活动日程安排。请过目一下，好吗? 49If you have any questions on the details，feel free to ask.如果对某些细节有意见的话，请提出来。

50、I can see you have put a lot of time in to it.我相信你在制定这个计划上一定花了不少精力吧。

广交会常用外语(一)问好

1.Good morning/afternoon/evening./May I help you? /Anything I can do for you? 2.How do you do? /How are you? /Nice to meet you.3.It‟s a great honor to meet you./I have been looking forward to meeting you.4.Welcome to China.5.We really wish you\'ll have a pleasant stay here.6.I hope you‟ll have a pleasant stay here.Is this your fist visit to China? 7.Do you have much trouble with jet lag? 机场接客

1.Excuse me;are you Mr.Wilson from the International Trading Corporation? 2.How do I address you? 3.May name is Benjamin liu.I‟m from the Fuzhou E-fashion Electronic Company.I‟m here to meet you.4.We have a car can over there to take you to your hotel.Did you have a nice trip? 5.Mr.David smith asked me to come here in his place to pick you up.6.Do you need to get back your baggage? 7.Is there anything you would like to do before we go to the hotel? 相互介绍

1.Let me introduce my self.My name is Benjamin Liu, an Int‟l salesman in the Marketing Department.2.Hello, I am Benjamin Liu, an Int‟l salesman of FUZHOU E-FASHION ELECTRONIC COMPANY.Nice to meet you./pleased to meet you./ It is a pleasure to meet you.3.I would like to introduce Mark Sheller, the Marketing department manager of our company.4.Let me introduce you to Mr.Li, general manager of our company.5.Mr.Smith, this is our General manage, Mr.Zhen, this is our Marketing Director, Mr.Lin.And this is our RD Department Manager, Mr.Wang.6.If I‟m not mistaken, you must be Miss Chen from France.7.Do you remember me? Benjamin Liu from Marketing Department of PVC.We met several years ago.8.Is there anyone who has not been introduced yet? 9.It is my pleasure to talk with you.10.Here is my business card./ May I give you my business card? 11.May I have your business card? / Could you give me your business card? 12.I am sorry.I can‟t recall your name./ Could you tell me how to pronounce your name again? 13.I‟ am sorry.I have forgotten how to pronounce your name.小聊

1.Is this your first time to China? 2.Do you travel to China on business often? 3.What kind of Chinese food do you like? 4.What is the most interesting thing you have seen in China? 5.What is surprising to your about China? 6.The weather is really nice.7.What do you like to do in your spare time? 8.What line of business are you in? 9.What do you think about…? /What is your opinion?/What is your point of view? 10.No wonder you\'re so experienced.11.It was nice to talking with you./ I enjoyed talking with you.12.Good.That\'s just what we want to hear.确认话意

1.Could you say that again, please? 2.Could you repeat that, please? 3.Could you write that down? 4.Could you speak a little more slowly, please? 5.You mean…is that right? 6.Do you mean..? 7.Excuse me for interrupting you.社交招待

1.Would like a glass of water? / can I get you a cup of Chinese red tea? / How about a Coke? 2.Alright, let me make some.I‟ll be right back.3.A cup of coffee would be great.Thanks.4.There are many places where we can eat.How about Cantonese food? 5.I would like to invite you for lunch today.6.Oh, I can‟t let you pay.It is my treat, you are my guest.7.May I propose that we break for coffee now? 8.Excuse me.I‟ll be right back 9.Excuse me a moment.告别

1.Wish you a very pleasant journey home? Have a good journey!2.Thank you very much for everything you have done us during your stay in China.3.It is a pity you are leaving so soon.4.I‟m looking forward to seeing you again.5.I‟ll see you to the airport tomorrow morning.6.Don‟t forget to look me up if you are ever in FUZHOU.Have a nice journey!约会

1.May I make an appointment? I„d like to arrange a meeting to discuss our new order.2.Let‟s fix the time and the place of our meeting.3.Can we make it a little later? 4.Do you think you could make it Monday afternoon? That would suit me better.5.Would you please tell me when you are free? 6.I‟m afraid I have to cancel my appointment.7.It looks as if I won‟t be able to keep the appointment we made.8.Will you change our appoint tomorrow at 10:00 to the day after tomorrow at the came time? 9.Anytime except Monday would be all right.10.OK, I will be here, then.11.We\'ll leave some evenings free, that is, if it is all right with you.广交会常用外语(二)品质

1.We have a very strict quality controlling system which promises that goods we produced are always of the best quality.2.You have got the quality there as well as the style.3.How do you feel like the quality of our products? 4.The high quality of the products will secure their leading status in the market place.5.You must be aware that our quality is far superior to others.6.We pride ourselves on quality.That is our best selling point.7.As long as the quality is good.It is all right if the price is a bit higher.8.They enjoy good reputation in the world.9.When we compare prices, we must first take into account the quality of the products.10.There is no quality problem.Quality is something we never neglect.11.You are right.It is good in material, fashionable in design, and superb in workmanship.12.We deliver all our orders within one month after receipt of the covering letters of credit.13.Do you have specific request for packing? Here are the samples of packing available now, you may have a look.14.I wonder if you have found that our specifications meet your requirements.I‟m sure the prices we submitted are competitive.Sample Text 价格 客人询价

1.Will you please let us have an idea of your price? 2.Are the prices on the list firm offers? 3.How about the price/ How much is this? 我们报价

4.This is our price list.5.We don‟t give any commission in general.6.What do you think of the payment terms? 7.Here are our FOB prices.All the prices in the lists are subject to our final confirmation.8.In general, our prices are given on a FOB basis.9.We offer you our best prices, at which we have done a lot business with other customers.10.Will you please tell us the specifications, quantity and packing you want, so that we can work out the offer ASAP? 11.This is the pricelist, but it serves as a guide line only.Is there anything you are particularly interested in? 客人还价

12.Is it possible that you lower the price a bit? 13.Do you think you can possibly cut down your prices by 10%? 14.Can you bring your price down a bit? Say $20 per dozen.15.It‟s too high;we have another offer for a similar one at much lower price.16.But don‟t you think it‟s a little high? 17.Your price is too high for us to accept.18.It would be very difficult for us to push any sales it at this price.19.If you can go a little lower, I‟d be able to give you an order on the spot.20.It is too much.Can you discount it? 拒绝还价

21.Our price is highly competitive./ this is the lowest possible price./Our price is very reasonable.22.Our price is competitive as compared with that in the international market.23.To tell you the truth, we have already quoted our lowest price.24.I can assure you that our price if the most favorable.A trial will convince you of my words.25.The price has been cut to the limit.26.I‟m sorry.It is our rock-bottom price.27.My offer was based on reasonable profit, not on wild speculations.28.While we appreciate your cooperation, we regret to say that we can‟t reduce our price any further.接受还价

29.Can we each make some concession? 30.In order to conclude business, we are prepared to cut down our price by 5%.31.If your order is big enough, we may reconsider our price.32.Buyer wish to buy cheap and sellers wish to sell dear.Everyone has an eye to his own benefit.33.The price of his commodity has recently been adjusted due to advance in cost.34.Considering our good relationship and future business, we give a 3% discount.订单

客人询问最小单数量

35.What‟s minimum quantity of an order of your goods? 询问订货数量

36.How many do you intend to order? 37.Would you give me an idea how much you wish to order from us? 38.When can we expect your confirmation of the order? 39.As our backlogs are increasing, please hasten the order.40.Thank you for your inquiry.Would you tell us what quantity you require so that we can work out the offer? 41.We regret that the goods you inquire about are not available.客人回答订单数量

42.The size of our order depends greatly on the prices.43.Well, if your order is large enough, we are ready to reduce our price by 2 percent.44.If you reduce your price by 5, we are going to order 1000sets.45.Considering the long-standing business relationship between us, we accept it.46.This is a trial order;please send us 100 sets only so that we may test the market.If successful, we will give you large orders in the future.47.We have decided to place an order for your electronic weighing scale.48.I‟d like to order 600 sets.49.We can‟t execute orders at your limits.感谢下单

50.Generally speaking, we can supply form stock.51.I want to tell you how much I appreciate your order.52.Thank you for your order of 100 dozen of the shirts.We assure you of a punctual execution of your order.53.Thank you very much for your order.交货

客人询问交货期

54.What about our request for the early delivery of the goods? 55.What is the earliest time when you can make delivery? 56.How long does it usually take you to make delivery? 57.When will you deliver the products to us? 58.When will the goods reach our port? 59.What about the method of delivery? 60.Will it possible for you to ship the goods before early October? 答复交货期

61.I think we can meet your requirement.62.I „m sorry.We can‟t advance the time of delivery.63.I‟m very sorry for the delay in delivery and the inconvenience it must have caused you..64.We can assure you that the shipment will be made not later than the fist half of May.65.We will get the goods dispatched within the stipulated time.66.The earliest delivery we can make is at the end of September.客人要求提早交货

67.You may know that time of delivery is a matter of great important.68.You know that time of delivery if very important to us.I hope you can give our request your special consideration.69.Let‟s discuss the delivery date first.You offered to deliver the goods within six months after the contract signing.70.The interval is too long.Could we expect an earlier shipment within three months? 稳住客人

71.We shall effect shipment as soon as the goods are ready 72.We will speed up the production in order to ship your order in time.73.If you desire earlier delivery, we can only make a partial shipment.74.But you‟d better ship the goods entirely.75.We‟ll try our best.The earliest delivery we can make is in May, but I can assure you that we‟ll do our best to advance the shipment.76.I‟m afraid not.As you know, our manufacturers are full and we have a lot of order to fill.77.I‟ll find out with our home office.We‟ll do our best to advance the time of delivery.78.Thank you very much for your cooperation.79.I believe that the products will reach you in time and in good order and hope they will give you complete satisfaction.签单 签单前建议

1.Before the formal contract is drawn up we‟d like to restate the main points of the agreement.2.We can get the contract finalized now.3.Could you repeat the terms we‟ve settled?

4.It is very important for us to abide by contracts and keep good faith.5.Have you any questions as regards to the contract? 6.I‟d like to hear your ideas about the problem.7.I think it is better to have a good understanding of all clauses before signing a contract.8.Do you have any comment to make about this clause? 9.Do you think the contract contains basically all we have agreed on during negotiations? 10.Everything has been arranged well.I hope the signing of the contract will go smoothly

广交会常用外语(三)

11.These are two originals of the contract we prepared.询问签单

12.When shall we sign the contract? 13.Mr.Brown, do you think it is time to sign the contract? 14.Shall we go over the other terms and conditions of the contract to see if we agree on all the particulars? 15.Shall we sign the contract now? 16.Just sign there on the bottom.17.The contract is ready, would you mind reading it through? 18.We have reached an agreement on all the clauses discussed so far.It is time to sing the contract.签单后祝语

19.I‟m very pleased that we have come to an agreement at last.20.Let‟s congratulate ourselves for the successful contract.付款方式

客人询问付款方式 1.Shall we discuss the terms of payment? 2.What is your regular practice about terms of payment? 3.What are your terms of payment? 4.How are we going to arrange payment? 回复询问付款方式

5.We‟d like you to pay us by L/C.6.We always require L/C for our exports and we pay by L/C for our imports as well.7.We insist on full payment.8.We ask for a 30 percent down payment.9.We expect payment in advance on first orders.客人建议付款方式

10.We hope you will accept D/P payments terms.11.In view of this order of small quantity, we propose payment by D/P with collection through a band so as to simplify the payment procedure.12.Payment by L/C is the safest method, but rather complicated.礼帽拒绝客人

13.I‟m sorry.We can‟t accept D/P or D/A.We insist on payment by L/C.14.I‟m afraid we must insist on our usual payment terms.15.“Payment by installments” is not the usual practice in world trade.16.It is difficult for us to accept your suggestion 接受客人付款方式

17.In view of our long friendly relations and the efforts you have made in pushing the sales, we agree to change the terms of payment from L/C at sight to D/P at sight;however, this should not be taken as a precedent.18.I have no alternative but to accept your terms of payment.信用证要求及货币

19.When should we open the L/C? 20.Your L/C must reach us 30 days before the date of delivery so as to enable us to make all necessary arrangements.21.How long should our L/C be valid? 22.The L/C should be valid 30 days after the date of shipment.23.Could you tell me what documents you‟ll provide?

24.Together with the draft, we‟ll also send you a full set of bill of lading, an invoice, and an insurance policy, a certificate of origin and a certificate of inspection.I suppose that is all.25.In what currency will payment by made? 26.We usually do business in U.S.dollars as world prices are often dollars based.保险

客人询问保险

1.As for the insurance, I have quite a lot of things which I am still not clear about.2.May I ask you a few questions about insurance? 3.What do your insurance clauses cover? 4.I wonder if the insurance company holds the responsibility for the loss.5.Have you taken our insurance for us on these goods? 6.Can you tell me the difference between WPA and FPA? 7.What risks are you usually covered against? 8.Is war risk to be covered? 9.I‟d like to have the insurance of the goods covered at 110% of the invoice amount.回复保险询问

10.There are three basic covers, namely, Free form Particular Average, with Particular Average and ALL risks.11.Ocean shipping cargo insurance is important because goods run the risk of different hazards such as fire, storm, collision, theft, leakage, explosions, etc.If the goods are insured, the exporter might get enough to make up his loss.12.Should any damage be incurred, you may, within 60 days after the arrival of the consignment, file a claim supported by a survey report, with the insurance company at your end.13.As a rule, we don‟t cover them unless you want to.14.If more than that is asked for, the extra premium for the difference between 130% and 110% should be born by the buyer.15.The FPA clause doesn‟t cover partial loss of the particular coverage, whereas the WPA clause does.16.The extra premium involved will be on your account.17.The insurance covers ALL Risks at 110% of the invoice value.18.No, it is not necessary for the shipping line to add to the cost.Our past experience shows that All risks gives enough protection to all the shipments to your area.19.ALL risk covers all losses occurring throughout the voyage caused by accidents at sea or land.In other words, it includes FPA, WPA, and general additional risks, with special additional risks excluded.参观工厂

1.You‟ll understand our products better if you visit the factory.2.I wonder if you could arrange a visit to the factory.3.Let‟s me know when you are free.We will arrange the tour for you.4.I would be pleased to accompany you to the workshops.5.We will drive you to our plant, which is about thirty minutes from here.6.Can I have a brochure of your factory? 7.Here is the product shop;shall we start with the assembly line? 8.All products have to go through five checks during the manufacturing process.9.The production method ahs been improved by introducing advanced technologies.10.It is a pleasure to show our factory to our friends, what is your general impression? 11.It is nice to meet you.Welcome to our factory.12.Shall we rest a while and have a cup of tea before going around? 13.I would like to look over the manufacturing process.How many workshops are there in the factory? 14.Some accessories are made by our associates specializing in these fields.15.It is very kind of you to say so.My associate and I would be interested in visiting your factory.16.We believe that the quality is the soul of an enterprise.17.Would it be possible for me to have a closer look at your samples?

市场销售 客户询问

1.Could I have some information about your scope of business? 2.Would you tell me the main items you export? 3.May I have a look at your catalogue? 4.We really need more specific information about your technology.5.Marketing on the Internet is becoming popular.6.We are just taking up this line.I‟m afraid we can‟t do much right now.回答询问

7.This is a copy of catalog.It will give a good idea of the products we handle.8.Won‟t you have a look at the catalogue and see what interest you? 9.That is just under our line of business.10.What about having a look at sample first? 11.We have a video which shows the construction and operation of our latest products.12.The product will find a ready market there.13.Our product is really competitive in the world market.14.Our products have been sold in a number of areas abroad.They are very popular with the users there.15.We are sure our products will go down well in your market, too.16.It‟s our principle in business “to honor the contract and keep our promise”.17.Convenience-store chains are doing well.18.We can have anther tale if anything interests you.19.We are always improving our design and patterns to confirm to the world market 20.Could you provide some technical data? We‟d like to know more about your products.21.This product has many advantages compared to other competing products.22.There are certainly being problems in the sale work at the first stage.But suppose you order a small quantity for a trail.23.I wish you a success in your business transaction.24.You will surely find something interesting.25.Here you are.Which item do you think might find a ready market at your end? 26.Our product is the best seller.27.This is our newly developed product.Would you like to see it? 28.This is our latest model.It had a great success at the last exhibition in Paris.29.I‟m sure there is some room for negotiation.30.Here are the most favorite products on display.Most of them are local and national prize products.31.The best feature of this product is that it is very light in weight.32.We have a wide selection of colors and designs.33.Have a look at this new product.It operates at touch of a button.It is very flexible.34.this product is patented 35.The functioning of this software has been greatly improved.36.This design has got a real China flavor.37.The objective of my presentation is for you to see the product‟s function.38.The product has just come out, so we don‟t know the outcome yet.39.It has only been on the market for a few months, bust it is already very popular.

**第三篇：外贸业务员英语面试问题**

外贸业务员英语面试问题

L: All right.I graduated from Shanghai Institute of Foreign Trade three years ago.I majored in international trade.H: Very well.I see from your resume that you have been working for an import and export company in Beijing since your graduation from college.What is your chief responsibility there?

L: I am responsible for exporting light industrial machinery to some Asian and European countries.H: Have you travelled a lot in your work?

L: Yes.I have travelled dozens of times abroad.I have been to such countries as Thailand, Singapore, Japan, Indonesia, Burma, the Netherlands, Denmark, Italy, Germany and England to do business.H: Are you single or married?

L: I\'m still single.Nowadays many young people in China are not in a hurry to get married.They\'d rather secure their careers before they settle down in a family.H: That\'s the kind of man we are looking for.Our promotion work entails much travel.So we need employees without family burdens yet.Now tell me if you have a good command of both written and spoken English.L: When I was at college, I passed Band Six of College English Test.I also passed Business English Certificate Test.All the foreign businessmen I\'ve dealt with say my English is quite good.H: May I ask why you want to change jobs?

L: Because I wish to get a more challenging opportunity at a foreign capital company.H: Why are you interested in this company?

L: A friend of mine works here, and he told me about your company, so I became interested.I think working in this company would provide me with a good opportunity to use my knowledge.H: What do you know about this company?

L: This company is one of the biggest manufacturing companies in the world.There\'re a lot of branches in all parts of the world with the head office in the U.S.A.IBM(china)co.Ltd.was set up in Beijing in 1992.It has established branches in Shanghai, Guangzhou, Shenyang,Shenzhen, Nanjing, Wuhan and Xi\'an.It deals in business machines.H: Do you know what GMFNT stands for?

L: Of course.It stands for General Most-Favored-Nation Treatment.If one nation enjoys this kind of treatment, it is accessible to tariff preference for imported goods from another nation.H: Now I\'m going to ask you a few professional questions.What is the first thing to do in international trade?

L: As a buyer, you first have to make an inquiry.And as a seller, you have to make an offer.H: Can you name some terms of payment?

L: Of course.Irrevocable letter of credit, confirmed letter of credit, and transferable and pisible letter of credit are common terms of payment in international trade.H: You are right.We\'ll notify you of our final decision within one week.L: Thank you, Mr.Hudson, for your interview with me.You can Email your decision to me.I hope to see you again.

**第四篇：英语外贸业务员个人简历**

基本资料

姓名： 姜女士

性别： 女

民族： 汉族

政治面貌： 党员

出生日期： 1987年05月13日

户口： 衢州市

婚姻状况： 未婚

学历： 本科

毕业院校： 西南交通大学

毕业时间： 2024年07月

所学专业： 英语

外语水平： 英语(tem-4)

工作年限： 实习/应届

联系方式：\*\*\*

求职意向

工作类型： 全职

单位性质： 不限

期望行业：

期望职位： 英语、外贸经理/主管/专员、行政主管/专员/助理、总经理助理、教师

工作地点： 杭州市、宁波市

期望月薪： 2024-4000

教育经历

2024年09月--2024年07月 西南交通大学 英语

学习综合英语，写作，泛读，听力，口语，及英语国家概况，英美文学，翻译等课程；计算机基础，高等数学（文科），统计学……

工作经验

2024年08月-09月，浙江隆通进出口贸易有限公司 外贸业务员

2024年09月至今，杭州财进科技有限公司 外贸业务员

专业技能

熟练掌握办公软件

英语专业四级笔试及口试证书

英语专业八级考试证书

大学英语六级证书

日本语能力测试三级证书

荣誉奖励

2024年07月，获外国语学院旅游推介大赛顾问团金奖。

2024-2024学年第二学期，获校综合三等奖学金。

2024-2024学年第一学期，获校综合三等奖学金。

所在宿舍多次获得院文明寝室称号和校级文明寝室称号。

自我评价

本人学习刻苦，勤奋而且也认真；能够吃苦耐劳，不怕挫折，有乐观向上的生活态度；有上进心，做事认真仔细，有耐心和责任心。热爱集体，一切都以集体的利益为中心；

具有良好的团队精神和一定的沟通能力；平易近人，善解人意，为人诚实可靠，是一个值得信赖的伙伴。

**第五篇：外贸业务员英语面试**

外贸业务员英语面试-English Interview

我们以国际经济与贸易专业的毕业生为例，做个简单的面试！

Q1: So, tell me a little about yourself.Tips: porfessional life, last job, accomplishment, education and leadship roles

An:

I\'m Boartree.I graduated from Boartree University this year, my major is International Economic and Trade.I have 6 months of export work experience in BOARTREE company.As a assistant merchandiser, I assist merchandiser with our orders.I\'m familiar with the procedures of foreign trade and have ability to develop clients.I have ability to offer solutions to problems for customers.My friends always say that I am a honest , reliable man.So, remember me.Boartree.Thank you for your time.Q2:Where do you see yourself in 5 years ?

An:

I\'m desirous to become food trade industry expert(ek\'sp)in 5 years and make more contribution to the company.Q3:What are your biggest weaknesses ?

An: The biggest weaknesses is that I set my goals too much and too high , but I can\'t reach some of them.For example, I want to owe the personal website, so I try to learn dreamweaver(a web-building software), but it is too hard to make a perfect web page.Making website need the ability in web page design and programming.But my time is limited, I have to spend my time on my professional course.Now I always think on my feet, set the reasonal goals and achieve them.Q4: Why are you applying for this particular position?

Tips:the demand of the job and your skills are a erfect match of those demands.An:

I think my education, work experience and skills are fit to the job.I have ability to communicate accurately and good professional ethics(eθik道德)and dedication([,dedi\'kei奉献), passionate and positive.Also,everything I\'ve seen about your company fits wiht what I\'m looking for.Q5: Whar are your biggest accomplishments?

An:

7-day trip to Beijing by myself.I reserch the travel strategy by Google and make the travel budget.I buy the train ticket, book the hotel, arrange the tourist routes.I have learned too much from the trip, we need to put ideas into practice ,sharing is important to us.I am good at making plan and carry out the plan.Q6:Whar are your three best qualities?

An:

Honesty , dedication, problem solving ability.Ability to adapt

Q7:How do you take direction /accept cristicism ?

An:

I can accept direction and cirticism thoughtfully and make the most of them.Q8:What prospective job tasks do you least care to do ?

An:

The job has benefit to both costomer and company.I like put good ideas into pratice and solve the problems.Q9:How would former teammates describe you ?

An: They would say that I was a reliable, respectful.I am a good team player and make suggestions that improve our work.Q10: What makes you different from the other applicants I\'ll be considering for this job? An:

I\'m passionate about my work and life.My positive attitude is the best advantage , attitude is everything.Q11: How do you define success ?

An:

I define success as meeting and surpassing goals in both my career and personal life.Make more contribution to the customers and the company.Wish my family healthy and happy.Q12:How do you work under pressure?

An: I can thrive under pressure.Deadlines are my greatest motivation and make me way more efficient.Initiative and Honest

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