

# 外贸口语

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## **Unit 1 Establishment of Business Relations**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Explaining Your Job

Text Bank: Relationship in Business

## **Unit 2 Trade Fair**

Business Profile

Situational Dialogue

Data Bank

Career Skills: On-site Service

Text Bank: Prepare Your Trade Show Display

## **Unit 3 Company Introduction**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Describing Graphs

Text Bank: Introducing Your Company

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## **Unit 4 A Factory Tour**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Entertaining Clients

Text Bank: Business Entertaining Skills

## **Unit 5 Product Introduction**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Promotion Activity

Text Bank: Personal Selling

## **Unit 6 Inquiries and Offers**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Giving Numbers

Text Bank: Writing a Business Letter

## **Unit 7 Counter-offer**

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Business Profile

Situational Dialogue

Data Bank

Career Skills: Making Negotiation

Text Bank: Barriers to Successful Negotiation

## **Unit 8 Acceptance and Order**

Business Profile

Situational Dialogue

Data Bank

Career Skills: Getting Things Done on Time

Text Bank: How to Get Things Done

## **Unit 9 Packing**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Making a Case

Text Bank : Packing Charge

## **Unit 10 Shipment**

Business Profile

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Situational Dialogue

Data Bank

Career Skills : Considering Alternatives

Text Bank : Shipment Advice

## **Unit 11 Insurance**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Showing Cause and Effect

Text Bank : Cargo Insurance

## **Unit 12 Payment**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Making and Responding to Suggestions

Text Bank : Methods of Payment

## **Unit 13 Contracts**

Business Profile

Situational Dialogue

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Data Bank

Career Skills : Concluding the Deal

Text Bank : Business Contracts

## **Unit 14 Commodity Inspection**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Giving Reasons

Text Bank : CCIB and Inspection

## **Unit 15 Complaints & Claims**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Expressing Arguments

Text Bank : Dealing with Complaints

## **Unit 16 Arbitration**

BusinCSS Profile

Simational Dialogue

Data Bank

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Career Skills : Making Recommendations

Text Bank : ICC and Arbitration

## **Unit 17 Agency**

Business Profile

Situational Dialogue

Data Bank

Career Skills : Making Arrangements

Text Bank : Types of the Agents

Appendix A : 国际商务英语口语应试指导

Appendix B : 国际商务英语口语模拟试题

Appendix C : 常用外贸缩略语