

英语商务公关的重要环节：怎样准备谈判？PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/261/2021\\_2022\\_\\_E8\\_8B\\_B1\\_E8\\_AF\\_AD\\_E5\\_95\\_86\\_E5\\_c67\\_261095.htm](https://www.100test.com/kao_ti2020/261/2021_2022__E8_8B_B1_E8_AF_AD_E5_95_86_E5_c67_261095.htm) 商务谈判是商务公关中非常重要的环节。在准备商务谈判时，首先要确定谈判目标，第二要确定谈判策略，最后要了解谈判对手。我们来看一个具体例子： Dialogue A: Let ' s discuss the delivery date first. You should offer to deliver within six months after the contract signing. 我们首先商量一下交货期吧。你们应该在合同签署后6个月内交货。 B: Yes. /是的。 A: The interval is too long. I ' m afraid. Could you deliver the drillers sooner? 恐怕时间隔太长了。能不能快些交付钻孔机？ B: I must say we can do very little in this matter. But we ' d like to hear more from you on this. Then we shall see what can be done. 我必须说我们无能为力。但是我方愿意听取你方在这方面更多的建议，然后看看我们可以做些什么。 A: Our idea is that you deliver within three months after the contract signing. 我公司建议在合同签署后3个月内交货。 B: Impossible! As you know, we make most of the drillers ' parts, but a few of them come from another American manufacture. We have to order from them first. 不可能！你知道，钻孔机的大部分零件都由我们自己制造，但也有一少部分是来自另一个美国制造商。我们必须先从他们那订货。 A: I see. 我知道。 B: To make the parts, they must first get specification and detail from us. 为了制造这些零件他们必须先从我公司获取这些零件的细节和规格。 A: Right. 是的。 B: It ' ll therefore take quite a long time. I ' ll e-mail your company for the earliest possible delivery date. 所以这要花很

长时间。我会将尽可能早的交货日期通过电子邮件告知你们公司的。 A: Please let us know as soon as you hear from your home office? 你从总公司得到消息后立刻告知我们，好吗？ B: I ' ll certainly do that. 当然。 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)