# 商务礼仪知识英文

来源：网友投稿 作者：小六 更新时间：2025-01-19

*商务礼仪知识英文（精选5篇）商务礼仪知识英文 篇1　　Our country is known as “nation of the etiquette” the laudatory name, the advocation etiquett*

商务礼仪知识英文（精选5篇）

**商务礼仪知识英文 篇1**

　　Our country is known as “nation of the etiquette” the laudatory name, the advocation etiquette is our country people\'s traditional moral excellence.From ancient times till now, our country\'s etiquette standard is the Chinese unique civilization symbol, is Chinese nation moral excellence manifesting.The etiquette, took one traditional moral excellence, has the historical inheritance, has vitality which does not fade.

　　The etiquette involves which in the commercial contact are very many, but from basic speaks between the human and human\'s contact, therefore we are used to the commercial etiquette limits art which associates for the commercial personnel.

　　As the name suggests, the commercial etiquette is refers in the people commerce contact the suitable etiquette standard, is in the commercial contact, by the procedure, the way which certain, is established by usage indicated respects opposite party the process and the method.The ritual stems from vulgarly, popularizes for the ritual.The commercial etiquette operationality, how is should do, how shouldn\'t do.Achieves in the commercial contact “restrains oneself, respects other people” to be able to cause the people with ease happily to associate.Not only “considers for other people” is the commercial contact, also is between the human and the human the normal contact basic principle.Therefore said the study and the correct utilization commerce etiquette not only is a person intrinsic tutelage and the quality external performance, also is in the human communication the suitable one kind of art, one human relations way or the human relations method, are in the human communication are established by usage show respect, the friendly custom procedure.Carries on in the human communication communicates mutually certainly must grasp the commercial etiquette the skill.Looked from inpidual angle that, grasps certain commercial etiquette to be helpful in enhances people\'s own tutelage, beautifies own, the beautified life.And can the very effective promotion social contact, the improvement interpersonal relationship, but also is helpful to the purification social convention.Considers, a smile, a concern all can give human\'s by mind in warmth, and may cause own mood to be also happy along with it, why not?

**商务礼仪知识英文 篇2**

　　People who go to a formal Western dinner party for the first time may be surprised by table manners in Western culture.Knowing them will help you make a good impression.Having good table manners means knowing,for example,how to use knives and forks,when to drink a toast and how to behave at the table.Beside your napkin you will find a small bread roll and three glasses—one for white wine,one for the red wine,and one for water.There are two pairs of knives and forks on the table,forks on the left and knives in the right of the plate.When you see two spoons,the big one id for the suop and the samll one for the dessert.The knife and fork that are closest to your plate are a litte bit bigger than the ones beside them.When you sit down at the table, you can take your napkin, unfold it and put it on your lap.In Chinese you sometime get a hot,damp cloth to clean your face and face and hands,whinch,however,is nat the custom in Western countries.

　　Dinner start with a small dish, which is often called a starter.Sime people pray before they start eating , and other people may keep silent for a moment. Then you can say\"Enjoy your meal\"to each other and everybody start eating.For the starter,which you eat with the smaller pair,you keep the knife in your right hand and the fork in your left.After the starter you will get a bowl of soup—but only one boel of soup and never ask for a seconf serving.

　　The next dish is the main course.Many Westerners think the chicken breast with its tender white flesh is the best part of the bird. Some people can use their fingers when they eating chicken or other birds,but never touch beef or other meat in bones.It is polite to finish eating everthing on your plate,so don\'t take more food than you need.

　　At table ,you should try to speak quietly and smile a lot,but do not laugh all the time.

　　Most Westerners like soft drink if they will drive home.Many of them drink white or red wine with the food.When drinking to someone\'s health,you raise your glasses,but the glasses should not touch. The custom of toasting in some parts of China is to finish the drink at once,but Westerners usually take only a sip.For drinking during a dinner,the best advic is never to drink too much.

　　Table manners change over time.They follow the fashion of the day .Beside,table manners are only important at formal dinner parties.If you\'re not sure what to do ,you can always follow your hosts.Although good manners always make you look good,you do not need to worry about all these rules while having dinner with your friends or family.

**商务礼仪知识英文 篇3**

　　I\'m sorry to hear that but believe me everything will be alright!

　　I hope you can get better as soon as possible.

　　I hope he\'ll recover soon.

　　I beg to be excused.

　　敬请多多包涵。

　　2) Please excuse any mistakes there may be.

　　还请你包涵。

　　3) To regret; To be sorry; To be chagrined;

　　甚感遗憾，请包涵

　　If they will make you get into trouble, please forgive me.

　　we are sorry to cause you the trouble.

　　We are sorry to bring you this kind of trouble

　　sorry for the troubles caused by us

　　I hope I haven’t inconvenienced you too much.

　　Sorry for the inconvenience!

　　I\'m sorry to bother you again! ... Sorry for troubling you again. 肯定对哦

　　给某人添麻烦用give sb. trouble,trouble sb 的结构 。或者disturb sb都可以sorry for giving you a touble 对不起给你带来麻烦I didn\'t like to disturb you.本来不想给你添麻烦的

　　I wish you everything goes well. 我祝福你一切都好。(祝福)

　　I hope you everything goes well. 我希望你一切都好.

　　Wish you all the best. I hope all turns out well for you. Hope everything is OK.

　　i hope everything of you goes well.

　　Hope everything is going well

　　Hope everything is going smoothly!

　　wish you get well along with everything May everything goes well.

　　I hope all is well with you

　　hope you everything will be fine

　　I hope all is well with you

　　I will arrange the production work as soon as possible.

　　The product will be produced as soon as possible. But due to time constraints the first sample can not be sent to you and as this is our first time working together, instead I will send you photographs (by email) of the sample for your approval and confirmation. I hope you can understand.

　　Thank you for your confidence in me, I will persevere and promise to deliver good results and delivery on time.

　　我已经让工厂尽快安排生产了，因为是第一次合作，我还是会让工厂先做样板出来，但由于时间很紧，就无法先寄去给您了，只能照相给您确认。希望您能体谅! 另外谢谢您对我的信任，我会跟紧此单，务必按时交货给您的!

　　make sure to deliver goods on time for you

　　Please confirm as soon as possible because we have to hasten arrangements for the production.

　　Please confirm as soon as possible, because we need to arrange

　　production immediately.请尽快确认，因为我们要赶紧安排生产.

　　Please confirm it ASAP,because we have to arrange product immediately.

　　我将通知我们工厂尽快按照您的要求生产，争取在最短时间内帮您安排发货。

　　你的邮件我已经看到”“如有任何进展我会及时通知你

　　I have read your mail,and I will inform you of any progress in time.

　　你的邮件我已经看到”“如有任何进展我会及时通知你

　　I have read your mail,and I will inform you of any progress in time. Please inform me immediately after payment .

　　Please keep me informed after payment

　　What\'s your requirement of packing?

　　What\'s your requirement of packing?

　　Any specialrequirements?

　　有什么特殊要求吗

　　You may rest assured that we will not fail this trust.

　　你们放心，我们一定不辜负你们的信任。

　　May I thank you for the confidence which you have placed in me and which I shall seek at all times to justify.

　　I cannot abuse their trust.

　　我不能辜负他们的信任。

　　May I thank you for the confidence which you have placed in me and which I shall seek at all times to justify.

　　谢谢你们对我的信任，我永远不辜负它。

　　Don\'t abuse the confidence they have placed in you.

　　不要辜负他们对你的信任。

　　You may rest assured that we will not fail this trust.

　　你们放心，我们一定不辜负你们的信任。

　　商务信函英语问候语开头和结尾

　　our trust to us let us very touched.

　　First,I\'d like to express our thanks for your ever trust and support of our products !

　　Thank you very much for your confidence in me.

　　Thank you for your trust in our company.

　　非常感谢你对我们的信任

　　Thank you very much for your confidence in me.

　　Thank you very much for your trust.

　　First of all ,I am very grateful to you for trusting our company and selecting our products.

　　Thank you for trusting me.

　　- Thank you for your trust in me.

　　- Thank you for believing in me.

　　- Thank you for believing me.

　　- Thank you for your belief in me.

　　- Thank you for entrusting me with your faith.

　　谢谢你们对我的信任，我永远不辜负它。的英文翻译基本释义May I thank you for the confidence which you have placed in me and which I shall seek at all times to justify.

　　商务英语信函常用结束语(1)我们盼望于近日内接获回信，等。

　　1. We hope to receive your favor at an early date.

　　2. We hope to be favored with a reply with the least delay.

　　3. We await good news with patience.

　　4. We hope to receive a favorable reply per return mail.

　　5. We await the pleasure of receiving a favorable reply at an early date.

　　6. We await the favor of your early (prompt) reply.

　　7. A prompt reply would greatly oblige us.

　　8. We trust you will favor us with an early (prompt) reply.

　　9. We trust that you will reply us immediately.

　　10. We should be obliged by your early (prompt) reply.

　　11. Will you please reply without delay what your wishes are in this matter?

　　12. Will you kindly inform us immediately what you wish us to do?

　　13. We request you to inform us of your decision by return of post.

　　14. We are awaiting (anxious to receive) your early reply.

**商务礼仪知识英文 篇4**

　　1.Please give my kindest regards to your mother.请代我向您母亲请安。

　　2.Please give my regards to your family.请代我向你的家人问好。

　　3.Please remember me to Mr. Smith.请代我问候史密斯先生。

　　4.Please say hello to John (for me).请代我向约翰问好。

　　5.Please write to us by tonight’s mail, without fail. 请给我们写的邮件，没有失败。

　　6.We are awaiting (anxious to receive) your early reply. 我们正在等待(渴望收到)你的早日答复。

　　7.We await good news with patience. 我们等待好消息与耐心。

　　8.We await the favor of your early (prompt) reply. 我们等待你垂青，早期(迅速)的答复。

　　9.We await the pleasure of receiving a favorable reply at an early date. 恭候收到了良好的早日回复。

　　10.We hope to be favored with a reply with the least delay. 我们希望能收到答复，至少推迟。

　　11.We hope to receive a favorable reply per return mail. 我们希望得到一个有利的答复每回邮件。

　　12.We hope to receive your favor at an early date. 我们希望早日收到你的青睐。

　　13.We look forward to receiving your early reply. 我们盼望收到你的回信。

　　14.We reply on receiving your reply by return of post. 我们的答复收到回信答复。

　　15.We request you to inform us of your decision by return of post. 我们请求你告诉我们你的决定回邮。

　　16.We should be obliged by your early (prompt) reply. 我们应该感谢贵方早日回复(提示)。

　　17.We thank you for the anticipated favor of your early reply. 我们感谢您预期的赞成你的早日答复。

　　18.We thank you now for this anticipated courtesy. 我们感谢你现在这种预期的礼貌。

　　19.We trust that you will reply us immediately. 我们相信你方会立即通知我们。

　　20.We trust you will favor us with an early (prompt) reply. 我们相信你会喜欢我们的早期(迅速)的答复。

　　21.Will you kindly inform us immediately what you wish us to do? 请你马上告诉我们你所希望的吗?

　　22.Will you please reply without delay what your wishes are in this matter? 请你立即答复你的愿望是什么呢?

　　23.Your prompt attention to this matter would be greatly esteemed. 及时注意到这个问题将得到极大的尊敬。

　　24.Your prompt reply would be greatly appreciated. 你及时的回复将不胜感激。

　　25.Please reply immediately. 请立即回复。

　　26.A prompt reply will greatly oblige us. 迅速答复将使我们非常感激。

　　27.A prompt reply would greatly oblige us. 及时回复为感。

　　28.A prompt reply would help us greatly. 迅速答复将极大地帮助我们。

　　29.As the matter is urgent, an early reply will oblige. 由于情况紧急，早日答复将迫使。

　　30.Best wishes to your wife.请代为问候尊夫人。

　　31.Give my love to the children.代我向孩子们问好。

　　32.I’ll surely remember you and your invitation to him.我一定向他转达您的问候和邀请。

　　33.May we remind you that we are still awaiting your early reply. 我们提醒你，我们仍然期待你的回复。

　　34.May we request the favor of your early reply? 我们可以请求赞成早日得到你的答复?

　　35.Mr. Smith sends you his respects.史密斯先生问候您。

　　36.Please favor us with your reply as early as possible. 请给我们你的答复尽快。

**商务礼仪知识英文 篇5**

　　Manners are important to happy relations among people. No one likes a person with bad manners. Good manners mean good behaviors in social communication. A person with good manners is always agreeable companion, because he is always thinking of others and respects others.

　　A person with good manners never laughs at people when they are in trouble. Instead， he tries to offer help. when he asks for something， he says “please” and when he receives something， he always says “thanks”。 He does not interrupt other people when they are talking. if he has to interrupt someone who is talking he need to say “ If you don\'t mind, may I say one word here?” or “ May I interrupt you a moment?” he does not talk loudly or laugh loudly in public. when he sneezes or spits， he uses a handkerchief.

　　Good manners are necessary because one is judged by his manners. One’s manners not only show what kind of education he has received and what his social position is, but they also tend to show what his nature is.

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