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[\[轉錄\] 用英文介紹公司與工廠](#)

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作者：kelvin820@gmail.com

出處：<http://kelvin820.pixnet.net/blog/post/30778733>

(立意為推廣此文，若原作者介意，請來函告知，會即刻摘除)

Company Introduction = 公司介紹

Good morning = 早安

everyone = 各位

I am Johnson , the Business manager in AAP / Taiwan Region.

First, we will let our sales manager present our company; secondly, we will visit our factory. In the end, a short product demonstration will be given by us.

First = 首先

Secondly = 接下來

in the end = 最後

On the agenda item number 5 is Q&A time.

議程上的第 5 個事項, 是問答時間.

Company Overview

Establishment = 設立時間

Capital = 資本額

Revenue = 營業額

Headquarter = 總部

Employees = 員工

Certifications = 認證

Do you have any branch offices?

Branch offices = 分公司

Currently = 目前

Shows the company organization slide.

Our company comprises three major departments.

They are Business manager dept. , Product manager dept. , RD dept.,

Our Department Head, Mr. Jerry Kao , is in charge of these tree departments.

a flat organization = 扁平化組織

As you can see = 如您所見

from the year of 2006 = 從2006年開始

our sales revenues increase gradually. = 公司營業額逐年增加

increase dramatically = 突破性的增加

drop drastically = 營業額大大下降

In the year of 2006, our sales revenue reached US\$10 Million. = 在2006年我們的業績是\$10M

We predict that in the incoming year , the forecast of our sales revenue will be US\$ 20 Million.

predict = 預估

in the incoming year = 明年

You are right. = 是的.

We are confident that we can make it.

我們有信心可以辦到.

How is your marketing share?

市場佔有率如何?

Our marketing share is ... percent

今年公司市場佔有率為...

Shipped more than one hundred million

出貨超過1億套

Occupied ten percent of the total market.

Occupied = 已佔用的

of course = 當然

next year is going to be twenty percent.

明年會是20%

all kinds of = 各式各樣

Sole agent = 獨家代理

Our company was established/founded in 2006.

本公司成立於2006年

Our headquarter/factory is located in... = 我們 總部/工廠 位於...

There are two branch offices in China. One is in Shanghai. The other one is in Hong Kong. Hong Kong is branch office which report to Shanghai which is Headquarter of China Region. Shanghai office is the headquarter of China region. The head office of the China region is located in Shanghai.

We have about 380 employees now.

370 people are in Taiwan and the rest of them are in china.

其餘在大陸

Our company is certified with ISO9001 and all of our product have the certification of CE and FCC.

We are awarded "The best Design" form Red Dot this year.

Reception = 櫃台接待客戶

I am sorry to keep you waiting.

很抱歉讓您久等了。

Do you have jet lag?

您是否有時差

Jet Lag = 時差

Please let me know if this is possible.

請確認以上行程是否可行。

I am very glad to meet you.

很高興見到您

The pleasure is all mine.

我也感到很高興

Do not worry.

別擔心

prepare = 準備

Please take the elevator to the second floor.

請搭電梯到二樓

elevator (美式) = 電梯 = lift (英式)

Introducing your colleague = 介紹同事

he will be in charge of the Notebook Business.

in charge of = 負責

under the charge of = 由...管理

Mr. Black is our product manager.

I have heard a lot about you.

久仰大名

hear of = 聽說

nice to meet you.

很高興見到您

Here is my business card. May I have yours?

是我的名片，可以跟您請教一張名片？

Would you like something to drink?

想要喝點什麼？

Q&A 會話

Thank you for your time. = 謝謝您的聆聽

Do you have any questions? = 有任何問題嗎？

I will check with , and tell you..... = 我會與...確認, 並告知您.

I hope I have answered all of your questions. = 我希望我已經回答您所有的問題

For further questions, Please feel free to contact me after the meeting. = 若有進一步的問題, 會後可隨時與我聯絡.

Meeting agenda = 會議議程

Factory Visit

參觀工廠

Future Business Model

未來合作模式

Free Discussion

臨時動議

Conclusion = 結論

These were the presentation that I want to cover today. = 以上為今天的簡報內容.

The meeting will conclude with the following points. = 會議將以下列幾點作為結論.

Thank you for your time and attention. = 謝謝您撥空參與.
