

Unit 6 Business Banquet 商务宴请

1.Key points

- Pay attention to business etiquette.
- It is necessary to maintain "interactive communication".
- Pay attention to the way and timing

2. Scenario description

The representative of Party B (Mingyuan Electrical Appliance Company) was invited to visit the factory of PartyA (Kaidi Intelligent Company). To express the sincerity of cooperation, Party A organized a dinner to entertain the visitor of Party B. The banquet process includes: welcoming guests, opening remarks, factory Tours, dining and communication, toasting, business negotiations, and seeing off guests, etc.

情景描述：乙方代表应邀参观甲方公司的工厂，为了表达合作诚意，甲方设晚宴招待乙方来访者。宴请过程包括：迎接宾客、开场致辞、工厂参观、用餐交流、敬酒、商务洽谈、送客等环节。

3. Roles and members

Mingyuan Electrical Appliance Company 明源电器公司 (甲方)				
职位	英文职位	姓名	饰演者	备注
市场部经理	Marketing Manager	KATE	熊浩林	
总经理	General Manager	HARRY	黄军	
总经理助理	Assistant General Manager	TOMMMY	任伟伟	
采购部经理	Purchasing Manager	NADLA	代东良	
技术专家	Tech Expertise	Scofield	何志伟	
Kaidi Intelligent Company 凯德智能公司 (乙方)				
总经理	General Manager	HENRY	郑金萍	
市场部经理	Marketing Manager	OLIVIA	邓耀翻	
采购部经理	Purchasing Manager	NADLA	唐栾超	
总经理助理	Assistant General Manager	TOMMMY	邓春燕	
旁白			王子辉	

3. Dialogue in English and Chinese

Dialogue 1: Welcoming the Guests (迎接宾客)



甲方总经理 ((Host GM):黄军

"欢迎各位远道而来！我是明源电器公司公司的总经理。今天非常荣幸能邀请到贵公司代表团参观我们的工厂。"

"Welcome everyone! I' m HARRY, GM of Mingyuan Electrical Appliance Company. It' s a great pleasure to host your delegation today."

乙方总经理 (Guest GM):郑金萍。

"H 总太客气了！感谢你们的热情接待。我们对这次参观充满期待。"

"Mr.HARRY, you' re too kind! Thank you for your warm welcome. We' re looking forward to the visit."

甲方市场部经理 ((Host Marketing Manager): 代东良

"我是市场部经理 O，稍后她会带各位参观生产线。"

"I' mOLIVIA, Marketing Manager. I' ll guide you through the production line later."

乙方市场部经理 (Guest Marketing Manager):邓耀翻

"×××经理您好！我们在之前的邮件里联系过，今天终于见面了。"

"Hello, Mr.OLIVIA! We' ve communicated via email—nice to meet you in person!"

乙方总经理助理 (Guest Assistant): 邓春燕

"这次行程安排得很周到，接机和住宿都让我们很省心。"

"The itinerary is well-arranged—the airport pickup and accommodation are hassle-free."

甲方总经理助理 (AssistantGeneralManager): 任伟伟。

"应该的！我们准备了本地交通指南，方便各位自由活动时使用。"

"Our pleasure! Here' s a local transport guide for your free time."

乙方采购经理 (Guest Procurement Manager): 唐栎超

"听说贵公司最近获得了 ISO 认证？"

"I heard your company recently obtained ISO certification?"

甲方市场部经理 (Host Marketing Manager): 熊浩林。

"是的，上个月刚通过审核，这是我们的认证文件副本。"

"Yes, last month. Here' s a copy of the certificate for your reference."

甲方总经理助理 (Host Assistant): 任伟伟。

"各位旅途辛苦了，我们先到会议室稍作休息吧。"

"You must be tired from the trip. Let' s take a short break in the meeting room first."



Dialogue 2: Factory Tour (工厂参观)



乙方总经理 (Guest GM): 郑金萍。

"这条自动化生产线效率很高，你们的工艺水平令人印象深刻。"

"This automated production line is highly efficient. Your craftsmanship is impressive."

甲方采购经理 (Host Procurement Manager): 代东良。

"是的，我们引进了德国技术，良品率达到了 99%。"

"Yes, we adopted German technology, achieving a 99% yield rate."

乙方采购经理 (Guest Procurement Manager): 唐栎超

"质量确实不错。不知道产能能否满足我们的需求？"

"The quality is excellent. Can your capacity meet our demand?"

甲方市场部经理 (Host Marketing Manager): 熊浩林。

"目前月产能 50 万台，如果有长期合作，我们可以扩产。"

"Current monthly output is 500K units, but we can expand for long-term partnerships."

乙方总经理助理 (Guest Assistant): 邓春燕

这台设备的能耗数据如何？我们很关注环保指标。"

"What's the energy consumption of this equipment? We prioritize eco-friendly metrics."

甲方技术专家 (Guest Assistant): 何志伟 •

"比行业标准低 15%，这是详细的能耗报告。"

"15% below industry standards. Here's the detailed report."

乙方市场部经理 (Guest Marketing Manager): 邓耀翻

"成品仓库的周转周期是多久？"

"What' s the turnover cycle for finished goods storage?"

甲方采购经理 (Host Procurement Manager): 代东良

"平均 7 天, 采用 JIT 模式可缩短到 3 天。"

"7 days on average, but JIT mode reduces it to 3 days."

乙方总经理 (Guest GM): 郑金萍。

"质量控制流程令人印象深刻, 是否有国际客户案例? "

"Impressive QC process. Any international client references?"

甲方技术专家 (Guest Assistant) 何志伟 •

"我们为德美企业代工, 这是客户授权展示的样品。"

"We OEM for German/American firms—here are authorized samples."

乙方总经理 (Guest GM): 郑金萍

看上去还是能够达到我们的要求

It seems that it can still meet our requirements

甲方总经理助理 (AssistantGeneralManager):任伟伟。

感谢各位领导对我们工厂的指导与交流, 我们在宴会厅准备了些当地特色佳肴, 恭候您的光临

Thank you, dear leaders, for your guidance and communication with our factory. We have prepared some local specialties in the banquet hall and are looking forward to your visit



Dialogue 3: Dinner Toast (敬酒交流)



甲方总经理 (Host GM): 黄军

"我提议，为我们的合作前景干杯！"

"A toast to our future collaboration!"

乙方总经理 (Guest GM): 郑金萍。

"干杯！希望我们携手共赢！"

"Cheers! May we achieve mutual success!"

甲方总经理助理 (Host Assistant): 任伟伟。

"这道本地特色菜请务必尝尝，是我们的一点心意。"

"Please try this local specialty—it's our small gesture of hospitality."

乙方市场部经理 (Guest Marketing Manager): 邓耀翻

"味道很棒！感谢你们的周到安排。"

"Delicious! Thank you for your thoughtful arrangements."

甲方总经理 (Host GM): 黄军

"这道清蒸鱼用的是本地湖鲜，寓意‘年年有余’。"

"This steamed fish is local—symbolizing ‘abundance year after year’."

乙方采购经理 (Guest Procurement Manager): 唐栾超。。

"既美味又有好彩头！贵地的饮食文化很有特色。"

"Delicious and auspicious! Your culinary culture is unique."

乙方总经理 (Guest GM): 郑金萍，

"请问合作项目的付款周期通常是怎样的？"

"What's your standard payment term for projects?"

甲方市场部经理 (Host Marketing Manager): 熊浩林

"首付 30%，交货付尾款，长期伙伴可协商分期。"

"30% deposit, balance on delivery. Installments for long-term partners."

乙方采购经理 (Guest Procurement Manager): 唐栾超。

"如果技术参数需要调整，研发周期多久？"

"How long for R&D if technical adjustments are needed?"

甲方技术专家 (Guest Assistant) 何志伟

"常规改动 2 周，复杂案例需评估后答复。"

"2 weeks for minor changes, complex cases require evaluation."

甲方采购经理 (Host Procurement Manager): 代东良。

"这是我们拟定的合作框架草案，请过目。"

"Here's a draft cooperation framework for your review."

乙方市场部经理 (Guest Marketing Manager): 邓耀翻

"我们会尽快反馈，希望下周能敲定备忘录。"

"We'll respond promptly—aiming to finalize the MOU next week."

甲方总经理 (Host GM): 黄军

"各位今晚还满意吗？我们准备了苏州刺绣作为纪念品，图案是合作寓意的‘同心结’。"

"Did you enjoy the evening? Here's Suzhou embroidery souvenirs with 'unity knots', symbolizing partnership."



乙方总经理 (Guest GM): 郑金萍

"太惊喜了！我们助理明早会把加州红酒送到贵司，聊表谢意。"

"What a surprise! Our assistant will deliver Californian wine to your office tomorrow as appreciation."

甲方总经理助理 (Host Assistant): 任伟伟。

"那我不远送了，明天 9 点签协议时再见！司机已安排妥当。"

"Then I'll say goodbye here. See you at 9 AM for signing! The driver is arranged."

5.道具及动作:

- 提前准备标签标明身份,准备号礼品之类的道具
- 每幕过渡时插入 3-5 秒自然动作(如传递文件、查看手机)
- 充分运用微表情、肢体语言、思考动作、手势、耳语等
- 双方耳语时可压低声音,有交流沟通的微小声音,增加真实感
- 中方史蒂芬坐中间,方便与队友眼神交流;中外双方律师法务对向坐。

6. 生词与短语

automate	v.使自动化
souvenir	n.纪念品,纪念物
Certification	n.证明,资质证书;出具课程结业证书
Craftsmanship	n.手艺,工艺;精工细作;手工艺品
Storage	n.储存,贮藏;(信息的)存储,存储空间;(家具等的)存放,保管;储存空间,储藏场所;仓库费,仓租
Mutual	adj 共同的;相互的,彼此
Embroidery	n.刺绣技法,刺绣活儿;绣花,刺绣品;夸张之词,渲染成分